



YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
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Job Title: Child Development Associate Coordinator

Full-Time

Supervisory Responsibilities: Yes

YouthBuild Philadelphia Charter School

[Location: Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Summary:

A member of the Workforce Development team is an integral part of the training and development of future professionals in their chosen field. The **Child Development Associate (CDA) Coordinator** is expected to:

- Provide administrative support in managing the day-to-day operations of the CDA Program, including but not limited to: grading, inventory, and reporting; and work in conjunction with the Training Coordinator, Director and support staff.
- Collaborated with Student Success and Specialized Services in managing student behaviors that help to redirect and support positive interactions, both in-school and on the worksites.
- Play an active role in student recruitment and academic and career development opportunities, including planning and coordinating grad pathway days, and collaborate with Training Coordinator for experiential and service/volunteer opportunities.
- Engage and support future relationships in an advisory capacity focused on instruction/curriculum and workforce planning and entry.
- Stay connected and keep current with local and national trends surrounding the Early Childhood and Child Development field which includes attending conferences and attending to personal professional development.

Responsibilities and Duties:

The CDA Coordinator will lead all aspects of the CDA training track for YouthBuild students including preparing, supporting and placing students and serving as the primary liaison with our training partner. The position requires the following duties:

- **Program Operations and Administration:**
 - Manage daily operations of the CDA program that support streamlined operations, quality instruction and delivery, and high-quality administration. These duties would include, but are not limited to:
 - Managing all invoices and paperwork
 - Communicate and problem-solve any institutional conflicts involving timing, calendars, days off and make-up dates
 - Develop a full understanding of the specific physical, academic and criminal background requirements needed for potential students in the training track.

- Complete job site reports, including daily reports, monthly progress reports, accident and incident reports, supply checklists/inventory, student attendance, grades & performance.
 - Submit grades in a timely fashion according to established deadlines.
 - Edit, revising and grading assignments
 - Assisting with needed paperwork
 - In partnership with the training provider, prepare students for certification test (National CDA)
- **Relationship Management & Community Building:**
 - Maintain and strengthen the relationship with the designated Training Coordinator and throughout YouthBuild in a broad capacity that would include, but is not limited to:
 - Working with the partner, identify service opportunities with students, providing guidance on soft skills and professional skills.
 - Support students in obtaining/tracking placements in post-secondary and employment after certification.
 - Manage the interview and selection process of students into the training track.
 - Market the program to students during mental-toughness training.
 - Collaborate with GPS staff on student roadblocks and barriers, and actively engage in problem solving and considering multiple viewpoints.
- **Student Engagement:**
 - Collaborate with Student Success and Specialized Services to understand student barriers to success and support implementation of behavior and learning plans in classroom and at partner site.
 - Provide academic preparation and support prior to and during the training track.
 - Maintain high expectations and provide high support for all students throughout the program.
- **Program Involvement:**
 - Attend service projects in keeping with the school's strong service learning emphasis
 - Participate in the school's mentoring program
 - Participate in one or more extra-curricular activities
 - Attend all meetings, retreats, workshops and conferences as required by the Director, Workforce Development.

Qualifications:

- Bachelor's degree in Education, Liberal Arts or Social Science field with specialized training and experience in Early Childhood or Childcare Development
- 3-5 years program administration experience in non-profit or social services field.

- Demonstrated project management, planning coordination and administrative skill in a highly matrixed environment.
- Prior teaching experience preferred
- Act 34, 114 and 151 Clearances
- Demonstrated commitment to working with underserved youth
- Strong interpersonal, communication and leadership skills with experience working in an ambiguous setting and the ability to make decisions with limited direction.
- Ability to work enthusiastically with young people who have not completed high school.

Common Competencies

- Mission driven to work with YB's student body
- Intermediate to Advanced Microsoft Office skills
- Intermediate to Advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making.

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line "Child Development Associate (CDA) Coordinator"

This job description in no way states or implies that these are the only duties to be performed by this employee.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.

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