



City Year, City Year Greater Philadelphia

POSITION ANNOUNCEMENT

Training Manager

Application Deadline: November 15th, 2012

About Us

City Year is an education-focused, nonprofit organization founded in 1988 that partners with public schools and teachers to help keep students in school and on track to succeed. In 24 communities across the United States and through two international affiliates, this innovative public-private partnership brings together teams of young AmeriCorps members who commit to a year of full-time service in schools. Corps members provide individual support to students who need extra care and attention, focusing on attendance, behavior, and course performance through in-class tutoring, mentoring, and after school programs.

City Year is recognized by Charity Navigator, America's premier charity evaluator, as a four-star rated organization for each of the last eight years, placing it among the top 1% of all organizations rated. City Year is also a five-time winner of Fast Company Social Capitalist Award and has been recognized in leading business and management books including Built to Last and Forces for Good: The Six Practices of High-Impact Nonprofits.

Our Service

As one of the fastest growing nonprofit organizations in the country, City Year is laser-focused on reducing the dropout crisis in America. City Year partners with schools and teachers to place trained young adults in schools where they're needed most to provide individual support to students who need extra care and attention. Working side-by-side with teachers, our Corps Members use research-based tools and techniques to help students who are struggling—so more kids stay in school and on track to succeed.

By addressing the needs of the whole child, we help transform the whole school. With the hands-on support they need to succeed, more students are ready, willing and able to learn, which creates a more positive and productive learning environment for the whole school.

Our Footprint

Founded in Boston in 1988, City Year has established programs in 24 cities, including Baton Rouge, Chicago, Cleveland, Columbia, SC, Columbus, Denver, Detroit, Jacksonville, Little Rock/North Little Rock, Los Angeles, New Orleans, Miami, Milwaukee, New Hampshire, New York, Orlando, Greater Philadelphia, Rhode Island, Sacramento, San Antonio, San José/Silicon Valley, Seattle/King County, and Washington, D.C., and international affiliates in Johannesburg, South Africa and London, England. City Year is a proud member of AmeriCorps.

Position Overview

CYGP seeks a highly skilled, detail-oriented Training Manager (TM) to manage and support its training programs and events for corps members. The perfect candidate will tailor the City Year Headquarters

National Learning Center's vision to meet Philadelphia's training needs for implementing a program that is high impact and provides a strong background for corps members to implement excellent services armed with education and developmentally appropriate skills, strategies, and program content that engage youth, and support their academic, behavioral, and social-emotional growth.

The TM will also provide engaging, relevant learning experiences that appeal to multiple learning intelligences to develop corps member's leadership competencies through large and small group workshops, trainings, reflection exercises, and a host of other leadership development activities. The TM must demonstrate continuous ability to set goals, implement, assess, and revamp the training program and calendar to continuously improve the corps member experience. The qualified candidate will use his/her expertise combined with strategic partnerships he/she had developed with the school district, independent schools, local higher education institutions, non and for profit organizations, and other entities to bring the best resources to the corps members.

The TM will report to the Service and Educational Partnerships Director and is responsible for the management, implementation and continuous improvement of CYGP's Civic Leadership Development Program to young adults ages 17-24 and by coordinating effective and relevant trainings with City Year staff and external vendors and developing and delivering internal trainings on City Year service products. These trainings will directly impact the quality of service corps members provide through skill development, reflection and identity exploration activities

Responsibilities

Implement, Strengthen and Manage Civic Leadership Program:

- Customize the National Learning Centers vision and plan that supports the development of skills to align with AmeriCorps, the School District of Philadelphia (SDP) and charter school goals and is approved by the Managing Director, Impact via the Service and Educational Partnerships Director.
- Collaborate with Impact Leadership staff to make sure trainings offerings will help meet all goals
- Develop a year-long program and calendar for young leaders which provides training and support for their service as well as develops their civic leadership skills
- Work with Impact staff to develop a cutting-edge Senior Corps Member program including coordinating all necessary trainings with Deloitte.
- Evaluate trainings and training program to ensure trainings are meeting internal and external partners' needs
- Work with City Year Headquarters to share best practices in training and to continue to develop the Civic Leadership Program
- Provide training and background to staff on the leadership development curricula
- Collaborate with recruitment team and committee to provide opportunities for exposure to various career path options and networking relationships through the Leadership After City Year (LACY) plans and activities
- Collaborate with consultants and other experts selected by City Year to provide advice and support to improving our service

Develop and Implement Trainings and Resources:

- Work with City Year staff to identify training needs for young leaders
- Plan and execute all training events, including Basic Training Academy (BTA) a multi-week training experience held for the entire corps before members enter the schools, Advanced Training Academy (ATA), a multi-day training event held half-way through the corps service year and Leadership Development Days (LDDs), held two Fridays each month on a bi-weekly basis

- Provide and assess needs for on-going trainings in schools based on feedback from Impact Department Staff, service partners, corps members, and personal observations and assessments. Make accommodations as is necessary
- Identify and secure ideal locations/venues for trainings in partnership with the Program Operations Manager and Pro-Serve Project Leader

Develop and Lead External Speakers & Other Resource Relationships:

- Identify key people in CYGP who can support the development of the training program.
- Develop and manage external relationships with trainers across the CYGP region
- Identify, screen and secure all external and internal trainers

Manage Pro-Serve Project Leader/Senior Corps Member:

- Manages one project leader who assists in planning all trainings and other leadership development activities
- Conduct formal performance reviews twice yearly and hold weekly one on one meetings with the project leader in addition to ongoing communication as needed

Participate in Organizational Initiatives:

- Devote one hour per week to corps member recruitment efforts, including phone calls, interviews, and flyering
- Attend Serve a thon, MLK Day, National Youth Service Day, Annual Tribute Dinner and other site-wide designated events
- City Year staff members are expected to think outside of their own job description at all times to help further the National Service Movement. This includes thinking of ways to engage new supporters through events and roundtable, communicating clearly to other staff members and departments about what activities are happening, and directing corps members to think beyond their daily service in their school.
- Attend overnight events including Basic Training Retreat, Academy, a conference for all City Year Staff held in Boston and other events as needed

Qualifications

- Two or more years of experience in training staff or young adults in the nonprofit, corporate or government sector
- Knowledge and experience implementing various training methodologies to engage and appeal to varied learning modalities
- Experience coordinating and managing interactive trainings with practical learning outcomes for adult learners
- Knowledge of trainers and training resources in the CYGP area
- Excellent written and oral skills, partnership-building, and event planning skills
- A proven record of successfully communicating with large and small groups of diverse personalities
- Ability to inspire and lead large groups through challenging situations with positive results
- Proven management and leadership capabilities, independent worker, and keen attention to detail
- Excellent time management skills
- Passion for working with 17-24 year olds
- Ability to work in a fast-paced, entrepreneurial environment
- BA/BS degree preferred or extensive relevant experience
- Knowledge of educational systems, preferably with the School District of Philadelphia and Youth Development
- City Year / AmeriCorps / Peace Corps experience a plus

Compensation and Benefits

Compensation commensurate with experience. Excellent benefits including health insurance, vacation, holidays, parental leave, 401K, flexible spending account and more.

Deadline to Apply:

November 15th, 2012

To Apply

Interested qualified applicants should submit a cover letter, references, & resume to:

The Greater Philadelphia Area

Training Manager

2221 Chestnut Street

Philadelphia, PA 19103

Attn: Kelly Batiancila

cygpjobs@cityyear.org

City Year is committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply.