



Kalamazoo Youth Development Network
Out-of-School Time Program Development Coach
(40 hours/week)
April 16, 2024

Core Values

- **Accountability:** We make transparent, data-driven decisions.
- **Anti-Racist:** We take deliberate actions to counter any systemic exclusion and inequity.
- **Appreciation:** We appreciate each other and what we bring to the table.
- **Authenticity:** We show up as our authentic selves.
- **Belief:** We believe youth, adults, and families have the answers.
- **Celebration:** We celebrate success and have fun.
- **Growth Mindset:** We create a community of support, focused on growth.
- **High Expectations:** We believe in high expectations for all.
- **Opportunity:** We create opportunities for youth and adults to be change makers.

The Kalamazoo Youth Development Network (KYD Network) seeks to create an anti-racist community where all youth thrive. Our mission, how we believe we can reach our vision, is an anti-racist, youth-driven, high quality out-of-school time (OST) sector that is well-coordinated.

The Kalamazoo Youth Development Network seeks to improve the quality of OST learning environments by taking an anti-racist, trauma-informed, youth-and family-driven approach to our collective work. We believe that high quality OST programs are an equity issue because we know that high quality OST learning environments close achievement gaps. We are committed to taking an equity-approach to our work and our board has committed to taking anti-racist actions to fulfill its vision and mission.

We provide observational support, training, coaching, and technical assistance using the assess/plan/improve model from the David P. Weikart Center for Youth Program Quality. We partner with over 60 youth-serving organizations in Kalamazoo and Calhoun Counties to achieve our common vision for youth. We also facilitate six Affinity Groups: Social Emotional Learning (SEL); Inclusion and Equity; Youth Leadership; OST Systems; Black & Brown Leaders; and Identity Belonging and Agency (IBA) for White People.

Position Summary

The Out-of-School Time (OST) Program Development Coach will work directly with multiple local youth serving organizations – our cohort members. This person will act as each organization’s “guide on the side” throughout the school year and summer. Coaching will consist of building strong relationships with cohort members, and supporting them in meeting their internally created program goals based on observational data.

Along with coaching, this person will help the KYD Network team to plan and co-facilitate various workshops and events. This person will be a thought-leader with the team, working toward our shared vision and mission.

Job Duties

Transformational Relationship Building

- Initiate and maintain transformational relationships with cohort members;
- Stay in regular contact with organizations and keep them abreast of key network information, events and opportunities.

Coaching & Training

- Implement the Youth Program Quality Intervention process;
 - Observe assigned organizational after school/summer programs;
 - Enter observational data into a scoring platform using the Youth Program Quality Assessment (YPQA);
 - Support cohort members with making data driven decisions;
 - meet with assigned organizations to review data using the assess-plan-improve model (planning with data);
 - facilitate conversation to support organizations in creating Quality, SEL, Youth Leadership, Family Engagement and Inclusion & Equity goals based on their data;
 - facilitate data-based follow up conversations with organizations about the progress of their goals and action steps (quality coaching);
 - provide technical support, training and coaching conversations to support organizations in actualizing their goals;
 - Provide on-going professional development based on cohort member needs/goals;

Maintaining & Communicating Data

- Maintain and update data spreadsheet accordingly based on cohort progress;
- Communicate progress with the KYD Network team to plan cohort wide collaborative and training opportunities (Communities of Practice).

Facilitating Internal & External Convenings to Support Cohort-wide Progress

- Plan, facilitate and collaborate in weekly internal team convenings;
 - Facilitate internal team Huddles and Level Up meetings on a rotating schedule;
 - Contribute to the internal strategic planning process to develop and revise the organization's work plan and Key Performance Indicators (KPI);
 - Participate in one-on-one and small group connection time with your supervisor to communicate progress with your individual KPI in supporting cohort member's progress.
- Plan and facilitate various external Affinity Group meetings, Action Fridays, workshops and events;

Planning, Communicating and Maintaining a flexible schedule

- Plan your own schedule based on specific workload with cohort members and internal responsibilities.

Traveling to various locations within Kalamazoo, and potentially Calhoun counties.



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Qualifications

- Five years of youth development experience preferred; experience in social emotional learning, family engagement, and coaching adults preferred.
- Critical thinker.
- Cross-culturally informed and a responsive individual.
- Excellent speaker and writer.
- Able to make meaningful reports.
- Able to work in a flexible environment.
- Committed to our anti-racist vision.
- Able to work and take initiative in a proactive team.
- Able to learn and apply new concepts on a real-time basis.
- Committed to living into our Core Values.
- Experience in group facilitation skills.
- High School diploma or G.E.D.

Starting Salary: \$50,000

Benefits: Health Insurance, Retirement, and Short & Long-term disability

Preferred Qualifications

- Bachelor's or Master's degree in Education/ Educational Leadership, Social Work, Youth and Community Development, Family and Consumer Sciences, Organizational Leadership, or related to field;
- Certification with the Weikart quality youth development concepts and strategies;
- Experience in facilitating core content (Social Emotional Learning, Family Engagement, Youth Leadership, Inclusion & Equity);
- Experience with Youth Program Quality Intervention (YPQI);
- Training or certificates in concepts around Social Justice Work.

Resumes can be submitted with a cover letter to viridiana@kydnet.org and will be accepted until filled.

Equal Opportunity Employer