



Position: Training Coach
Job Type: **Part-Time:** Saturdays during the school year
Location: Los Angeles Office

ABOUT CFY

CFY is the nation's leader in helping students in low-income communities, together with their teachers and families, harness the power of digital learning to improve educational outcomes.

Since 1999, CFY has implemented high-impact interventions for middle school students in New York City, Philadelphia, Atlanta, Los Angeles and the San Francisco Bay Area. CFY's Digital Learning Program provides bilingual training to students, teachers, and parents to help them harness the power of digital learning both in school and beyond in order to extend the learning day. Families also receive a Home Learning Center loaded with selected educational software; online family learning services via CFY's Learning Platform; information about affordable broadband options; and 24x7 bilingual support. Studies confirm that CFY's program has significantly improved students' test scores and class effort and have increased parents' confidence and involvement.

Launched as a pilot in October 2010, CFY's Learning Platform PowerMyLearning.com has seen more than 2 million pageviews to date without advertising or promotion. It has received very positive user feedback and is garnering serious attention from major national funders across the country. In fact, CFY was recently awarded a major investment from one of the nation's premier education foundations to dramatically improve the content and features of PowerMyLearning.com. Given the significant financial support we have been able to secure, and given our experience to date, CFY believes that PowerMyLearning.com can be a key tool for helping to drive effective adoption and use of digital learning activities by teachers, parents, and students around the country.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of more than 30 organizations in more than 20 states and the District of Columbia. For more information, please visit www.cfy.org.

CFY-LA Overall Objectives

Serve approximately 15,000 families in 25-30 assigned schools by providing free home learning centers, training, and bilingual help desk support, with the goals of strengthening the home learning environment and promoting family broadband adoption.

POSITION DESCRIPTION

CFY **Training Coaches** are responsible for observing, coaching, and providing feedback to CFY *Family Trainers* in order to maximize the effectiveness, impact, and quality of the Family Learning Workshops.

Training Coaches are responsible for coaching approximately four *Family Trainers* at a school site during each Family Learning Workshop. *Family Trainers* train CFY's families how to effectively use their CFY home learning center to strengthen core academic skills. The focus of the training is on helping parents feel more empowered to help their children do better in school. On training days, *Family Trainers* provide two four-hour workshops, with up to 20 families (over 40 people) per workshop.

CFY provides new **Training Coaches** with in-depth training prior to providing feedback to *Family Trainers*. **Training Coaches** collaborate with full-time staff in order to ensure high-quality training at all times.

The time commitment for **Training Coaches** on Saturday workshops is approximately eight and a half hours (8:30am – 5:00pm), including lunch – all of which is paid. **Training Coaches** may also be asked to occasionally collaborate with full-time staff outside of Family Learning Workshops, which would also be paid. CFY partner schools are located within the Los Angeles Unified School District which includes, but is not limited to, Central Los Angeles, East Los Angeles, South Los Angeles, and the San Fernando Valley. **Training Coaches** should be able to commit to working two Saturdays per month between October and May (there is often the opportunity to work three Saturdays per month if desired).

KEY RESPONSIBILITIES

CFY **Training Coaches** are responsible for:

- Understanding CFY's curriculum and workshop pacing guide.
- Providing written and verbal feedback to *Family Trainers* to increase their effectiveness.
- Uploading written feedback into an online system.
- Recording video of Family Learning Workshops and uploading video into a private online system for use in coaching *Family Trainers*.
- Monitoring workshop culture and intervening when necessary to create a safe, inviting, and motivating classroom environment.
- Coaching *Family Trainers* in-the-moment to ensure that families leave the workshop:
 - Knowing how to set up their computer.
 - Able to use the educational software provided.
 - Ready to improve their home learning environment.
- Representing CFY in a professional manner at all times.
- Working with CFY staff to continuously improve the Family Learning Workshops.

CANDIDATE QUALIFICATIONS

Required:

- Bilingual Spanish/English
- Bachelor's degree
- Passion for CFY's mission
- Experience evaluating training and/or giving feedback to facilitators
- Excellent interpersonal and oral communication skills and high levels of confidence as a public speaker/presenter
- Strong relationship or "people" skills
- Strong problem solving skills and extremely flexible
- Proficiency and comfort in using basic computer functions, including setup, MS Office applications, and the Internet
- Ability to clearly communicate technical information about computer and software use to a non-technical audience
- Availability on Saturdays

Preferred:

- Master's degree
- Experience working with low-income communities

COMPENSATION

- \$30 per hour. Transportation costs are borne by the employee.
- Initial training time is compensated at a flat rate per session. There may be additional training time required either in person or by phone that will be compensated at flat rates per session.

TO APPLY: Please send a resume and cover letter to weekendjobs@cfy.org using the following conventions:

Subject line: CFY-LA Training Coach Search

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Your cover letter should answer the following questions:

1. Where did you learn about this position?
2. What makes you an exceptional candidate for this particular position?
3. What experiences have you had giving feedback to facilitators or trainers?
4. What would you like to gain from this experience?

We will ONLY accept materials via email. Applications will be reviewed on an ongoing basis.

CFY is an equal opportunity employer and welcomes candidates from diverse backgrounds.