

POSITION DESCRIPTION
COLLEGE AND CAREER READINESS COORDINATOR

Organization Profile:

Founded in 1983, The Wooden Floor is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through national licensed partners, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. 100 percent of students who graduate from The Wooden Floor immediately enroll in higher education. Our students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

Position Summary:

The College and Career Readiness Coordinator (“CCRC”) will be responsible for the overall administration and management of the Scholarship Program and the Supplemental Aid Program which includes but is not limited to administering scholarship awards to alumni in college. The CCRC will also be responsible for implementing the Next Step Program© coursework for 11th and 12th grade students, maintain and create accurate student files, assist with general program and development assignments as necessary. The CCRC develops and executes student and family activities that relate to students’ preparation and college planning. The CCRC will bring a knowledge-base and will provide guidance for the students in completing appropriate high school coursework, college applications and financial aid applications. In addition, the CCRC fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students. The CCRC must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The CCRC position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to families, students, and programs.

Reports To: Director of Student Development (“DSD”)

Classification: Non-Exempt

Status: Full-time (Monday – Friday, 11:30am to 8:30pm and Saturdays as required)

Essential Job Functions:**General Program Administration:**

- Develop and monitor allocated budget.
- Keep accurate records and prepare written reports as required by other departments.
- Assist DSD in the execution of Registration, Auditions, and special events.
- Be flexible and willing to perform other duties as appropriate to meet goals and objectives.
- Attend weekly Student Support Services meetings.

College Preparation:

- Coordinate curriculum and speakers for College and Career Readiness Workshops.
- Facilitate Next Step Program© 11th and 12th grade meetings, Career Nights, and Financial Aid Night
- Coordinate KAPLAN programs for high school students.
- Coordinate college tours to various local public and private universities and partner organizations.
- Develop and maintain relationships with partner colleges and universities.
- Administer the student selection and application process for activities with partner organizations

- Manage tracking system for junior and senior class students.

Scholarship Programs:

- Administer, manage, and track The Wooden Floor’s Scholarship Program and Supplemental Aid Program (SAP) according to organizational guidelines.
- Manage scholarship budget of \$100,000 and tracking spreadsheet.
- Counsel parents and students regarding scholarship renewal policies.
- Manage the SAP by meeting with alumni to review the program details, overseeing the SAP award tracking spreadsheet and preparing applications for SAP Board to review.
- Act as the Alumni Professional Network Liaison.
- Maintain Alumni database and contact information.

Student Supervision/Mentoring:

- Ensure supervision of students at all times.
- Encourage student participation and attendance of dance classes.
- Communicate with teachers regarding student needs and any student issues.
- Uphold the dancewear policy and ensure proper attire of students taking class.
- Establish nurturing relationships with students and act as a role model.
- Communicate policies and provide guidance to students.
- Ensure excellent behavior of students.
- Discipline students and set consequences with students as needed.
- Interact with parents communicating relevant program details and policies.

Required Education, Skills and Licensures:

- Minimum four-year bachelor’s degree in education or related fields
- Minimum of three years' experience working with youth in higher education, social services or related fields
- Fluency in Spanish (oral and written)
- Exceptional interpersonal and communication skills
- Proficient in MS Word, Excel, Outlook and database software
- Ability to pass criminal background check
- Possess a valid California Driver’s License and maintain a clean driving record

Position Interactions: Internally the CCRC interacts with the students, parents and all directors and staff. Externally, the CCRC serves as a liaison to other outside organizations or individual including resource development through the local colleges and universities, on an as needed basis.

Compensation: Commensurate salary based upon demonstrated experience and qualifications.

American With Disabilities Act Assessment: Below are general guidelines on the position's physical, mental, and environmental working conditions

Bend: Frequently
Squat: Frequently
Crawl: Occasionally
Climb: Occasionally

Kneel: Not applicable
Handle Objects: Occasionally
Push/Pull: Frequently
Reach Above Shoulder Level: Frequently
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Frequently
Carry/Lift loads between 25-50 lbs: Frequently
Carry/Lift Loads over 50 Pounds: Frequently
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Frequently
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Not applicable
Construction Activities: Frequently
Contact with Water/Liquids: Occasionally
Drive Motorized Equipment: Occasionally
Confined Spaces: Occasionally
Elevated Work Location: Not applicable
Radioactive Materials: Not applicable
Temperature Variations: Occasionally
Gas System: Not applicable