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**POSITION DESCRIPTION  
TUTOR**

**Organization Profile:**

Founded in 1983, The Wooden Floor in Santa Ana, California, 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 our national licensed partner, 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. Since 2005, 100 percent of students who graduate from The Wooden Floor graduate high school on-time and immediately enroll in higher education, and many of them go on to pursue degrees in business, engineering, medicine, and the arts. The Wooden Floor students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

**Position Summary:**

The tutor is responsible for communicating The Wooden Floor’s mission, programs, and policies to students and providing them with the academic support needed through their collaborate work in the Tutoring Program. In addition, the tutor fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students. The tutor must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The tutor position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to the students and the Tutoring Program.

**Reports To:** Academic Coordinator (AC)

**Classification:** Non-Exempt

**Status:** Part-time (Monday – Friday, 4:00 pm to 8:00pm)

**Essential Job Functions:****General Program Management:**

- Assist the AC in execution of daily operation needs, registration, auditions, and special events in support of TWF’s Theory of Change including the Dance Education Program, Academic Services, College and Career Readiness Services and Family Services.
- Work closely with the AC in execution of daily operation needs of the Tutoring Program specifically in relationship to their assigned students and other as requested tasks.
- Be flexible and willing to perform other duties as appropriate to meet goals and objectives; including stepping into other roles.
- Be flexible and willing to perform duties remotely, if required.
- Keep accurate records and update them promptly. Also, prepare written reports as required by other departments.
- Attend scheduled program staff meetings.

**Student Supervision/Mentoring Program Management:**

- Ensure supervision of students at all times.
- Encourage student participation and attendance of dance classes.
- Communicate with AC any student needs and issues related school and/or home environment.
- 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 academic support and guidance to students.
- Ensure excellent behavior of students.

- Discipline students and set consequences with students as needed.
- Interact with parents communicating relevant student academic details and progress as requested by Academic Coordinator.

**Required Education, Skills, Licensures, Certifications, Other:**

- Minimum four-year bachelor's degree in social sciences, education, humanities or related fields, preferred.
- Two year associates degree in social sciences, education, humanities or related fields, in process;
- Some experience working with children in after-school tutoring programs, social service, recreation, or arts organization is a plus;
- Knowledge of upper Math and Science subjects is a plus;
- Exceptional interpersonal and communication skills;
- Proficient in MS Suite;
- Ability to pass criminal background check;
- Possess a valid California Driver's License and maintain a clean driving record;

**Position Interactions:** Internally the tutor interacts with the students, parents, faculty, musicians, and all organizational directors and staff. Externally, the tutor serves as a liaison to other outside organizations or individuals, on an as needed basis.

**Compensation:** \$17 per hour upon demonstrated experience and qualifications.

**To Apply:** Send a copy of your cover letter and resume to: [HR@TheWoodenFloor.org](mailto:HR@TheWoodenFloor.org), Subject: Tutor

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

Bend: Occasionally  
Squat: Occasionally  
Crawl: Rarely  
Climb: Rarely  
Kneel: Rarely  
Handle Objects: Frequently  
Push/Pull: Frequently  
Reach Above Shoulder Level: Occasionally  
Sit: Frequently  
Stand: Occasionally  
Walk: Frequently  
Use Fine Finger Movements: Frequently  
Carry/Lift Loads up to 25 Pounds: Occasionally  
Carry/Lift loads between 25-50 lbs: Occasionally  
Carry/Lift Loads over 50 Pounds: Occasionally  
Read/Comprehend: Frequently  
Write: Frequently  
Perform Calculations: Occasionally  
Communicate Orally: Frequently  
Reason and Analyze: Frequently  
Chemical/Biological Agent: Rarely  
Construction Activities: Occasionally  
Contact with Water/Liquids: Occasionally

Drive Motorized Equipment: Not applicable

Confined Spaces: Rarely

Elevated Work Location: Frequently

Radioactive Materials: Not applicable

Temperature Variations: Occasionally

Gas System: Not applicable