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**POSITION DESCRIPTION  
NEXT STEP COORDINATOR**

**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 Next Step Coordinator (NSC) is responsible for the overall administration and management of the Next Step Program®, which develops and fosters college and career exploration for middle and high school students. The NSC will supervise and provide guidance for Academic Advisors (AA) as part of The Next Step Program® in the completion of appropriate grade level coursework for middle and high school students. She/he will ensure that AA maintain and create accurate student files, and assist with general program and development assignments as necessary. In addition, the NSC fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students. The NSC will work closely with the College Preparatory Coordinator (CPC) and the Director of Student Development (DSD).

The NSC must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The NSC 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:** Student Development Manager (SDM) and works closely with the Student Development Director and College Preparatory Coordinator

**Classification:** Non-Exempt

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

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

- Assist DSM in planning and execution of programming needs for the Next Step Program®.
- Review, approve and submit payroll for Academic Advisors.
- Assist DSM in daily operation needs, registration, auditions, and special events in support of TWF's Theory of Change including the Dance Education Program, Academic Services, College Preparatory Services and Family Services.
- Be flexible and willing to perform other duties as appropriate to meet goals and objectives.
- Keep accurate records and prepare written reports as required by other departments.
- Attend weekly 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 DSD, DSM and Family Services team 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.

**Student Activities and Events Management:**

- Work closely with DSM, CPC, and AA to arrange logistics for student meetings and workshops related to The Next Step Program© including but not limited to creating invitations, publicizing and marketing events, purchasing supplies, etc.
- Work closely with Student Development Manager to manage and track attendance as well as follow-ups which include but not limited to student meetings.
- Create and maintain the student profiles in the filing cabinets.
- Track student meetings and keep an ongoing log of student activity related to The Next Step Program©.
- Communicate with students regarding scheduled meetings and all follow-ups.
- Create college and career exploration activities for middle and high school students which enhance community and allow students to establish and deepen relationships with peers.

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

- Four year bachelor’s degree in social sciences, education, humanities or related fields.
- Minimum of three years’ experience working with children in social service, recreation, or after school organization
- Fluency in Spanish (oral and written)
- 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 NSC interacts with the students, parents, faculty, musicians, and all organizational directors and staff. Externally, the NSC serves as a liaison to other outside organizations or individuals, on an as needed basis.

**Compensation:** Commensurate hourly rate 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: Next Step Coordinator

**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