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**POSITION DESCRIPTION**  
**STUDENT DEVELOPMENT MANAGER**

**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 Student Development Manager (“SDM”) is responsible for direct oversight and supervision of the Student Support Services team and programs for the two locations, the Main Street Location and Depot at Santiago Location. The SDM works closely with the Director of Student Development (DSD) to ensure the success of the Student Support Services and its integration with the Dance Education Program. Areas of responsibility include overseeing programs and workshops and implementing them within the allocated budget, establishing program goals, motivating staff and students, and meeting specific benchmarks set by the DSD. In addition, SDM fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students and parents. The SDM must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The SDM 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

**Classification:** Exempt

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

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

- Assist the DSD with staff supervision.
- Review, approve and submit payroll for SSS team.
- Assist the DSD in monitoring allocated budget for each wrap-around program.
- Keep accurate records and prepare written reports as requested by DSD and other departments.
- Assist DSD in the execution of daily programming needs for each wrap around program.
- Assist DSD with daily operation needs, registration, auditions, and special events.
- Work closely with the SSS Team to intervene and mentor students.
- Attend weekly scheduled program staff meetings.

**Student Support Services Program Management:**

- Work closely with the DSD to develop program goals and administer operational success of the Student Support Services (SSS) in support of TWF’s Theory of Change including: the Dance Education Program, Academic Services, College Preparatory Services, Family Services as well as parent engagement.
- Assist the DSD in overseeing program activities to ensure that program goals and objectives are met.
- Track and manage all program statistics and ensure they are updated at all times.
- Track and monitor program activities and outcomes that reflect program progress.

- Manage a tracking system for all students' academic progress and organizing and summarizing academic results in a reporting format that reflect any educational growth.
- Prepare a monthly report with all program activities, progress and outcomes to be reviewed with DSD.
- Assist DSD and provide on-on-one parent meetings to teach parents about the importance of academics and higher education.

**Student Supervision/Mentoring Program Management:**

- Ensure supervision of students at all times.
- Encourage student participation and attendance of dance classes.
- Communicate with DSD 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.

**Personnel Management:**

- Provide the SSS team supervision, support, input and feedback upon the DSD's request.
- Assist the DSD with the implementation of human resources policies, procedures and practices of the organization.
- Work closely with DSD in completion of employ annual reviews.
- Work closely with DSD and SSS Team to coordinate the delivery of services among different program activities to ensure effective and efficient program delivery.
- Engage volunteers for appropriate program activities using established volunteer management practices.

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

- Bachelor's degree in social sciences, education, humanities or related fields
- Four to five years of previous program management, with a focus on arts, education and/or student development
- 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 SDM interacts with the students, parents, volunteers and all organizational directors and staff. Externally, the SDM serves as a liaison to other outside organizations or individuals, on an as needed basis.

**Compensation:** Commensurate salary based 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: Student Development Manager

**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