



Job Title: Assistant Group Leader After Hours University (AHU)/Teen Advantage (TA)

Organizational Overview:

At Steps to Success, Inc. (Steps), we promote equity for over 325 students each year from low-income families in Brookline by expanding their horizons, building upon their skills, and supporting their educational journey to maximize their life choices.

Since 2001, Steps has supported the academic and professional journeys of more than 5000 students. While Steps has changed and developed over time, our focus has remained constant: to address and close the opportunity gap for low-income Brookline students through programs that begin at a young age and provide a strong support system, consistent academic and social-emotional growth, and a powerful sense of community for our students.

Position Overview:

Steps to Success is hiring an Assistant Group Leader for its after-school academic enrichment and social-emotional programs, After Hours University (AHU) and Teen Advantage (TA). Each AHU/TA program takes place at one of our four Brookline program locations. Each site will have a Group Leader. An Assistant Group Leader will be assigned as needed to ensure compliance with the EEC-required 1:13 staff-to-child ratio for our AHU programs.

The After Hours University (AHU) is licensed by the EEC to serve 22 students in 3rd - 5th grade at each site. The program runs 3 days per week on Mondays, Tuesdays, and Wednesdays from 2:30-5:10 pm

The Teen Advantage (TA) program serves 10 - 15 middle school students at each site and runs between the hours of 2:30 pm and 5:10 pm with enrichment classes only on Tuesdays as determined by the Director of EM Programs.

The AHU/TA Assistant Group Leader is a part-time position (working approximately 8 hours/week, including planning time). Prospective candidates will need to be available for all training and employment starting September 2026 through June 2027.

This role is supervised by the AHU/TA Group Leader and the Steps Director of Elementary and Middle School Programs

Program Objectives:

- Engage students in fun, project-based, academically enriching activities that complement and extend school-day learning;
- Foster youth social-emotional development, positive relationships with peers and adults, and greater school connectedness;
- Introduce students to the value of higher education and the resources colleges provide through campus visits and activities with a college partner.
- As a result of participation in the AHU and TA programs:
 - Students will develop improved engagement in learning
 - Students will develop skill sets beyond those learned during the school day.
 - Students will develop better communication skills and relations with their peers

Specific Position Responsibilities:*Collaboration:*

- Work in close contact with the AHU/TA Group Leader, the Steps to Success, Inc. Director of Elementary and Middle School Programs, the Steps to Success, Inc. Assistant Director of Elementary and Middle School Programs, and other Steps to Success, Inc. staff as necessary
- Work with community partners, including but not limited to the Public Schools of Brookline, to maintain successful relationships and programming
- Develop and maintain positive relationships with students.

Student Supervision:

- Supervise students during after-school programs, ensuring their safety and well-being at all times.
- Establish a clear sense of structure and a fun, respectful learning atmosphere.

Student Support:

- Assist students with homework completion.
- Help students develop skills in organization, prioritization, and work quality.
- Encourage a growth mindset by promoting perseverance, reflection, and learning from challenges.
- Help foster a sense of community through inclusive group activities and respectful communication.
- Model and guide students in practicing kindness, empathy, and emotion management in daily interactions.
- Contribute to a safe, supportive environment that aligns with the program's social-emotional learning goals.

Activity Facilitation:

- Assist the Group Leader in teaching a variety of hands-on, project-based activities.
- Substitute as Group Leader in the absence of the Group Leader, with the assistance of a Substitute.

Administrative Support

- Assist with daily routines, program logistics, and administrative tasks as needed.
- Adhere to all school and program policies, including those related to student safety, confidentiality, and conduct.

Meetings & Professional Development

- Attend all required staff meetings, training sessions, and professional development opportunities.

Other Duties

- Assist with additional tasks and responsibilities as assigned by the Director or Assistant Director of EM programs and Group Leader.
- Maintain a professional demeanor and uphold the ethical standards of Steps to Success, Inc. and the Public Schools of Brookline.

Qualifications:

- Must be at least 18 years old
- Completed or currently enrolled in high school or equivalent
- At least 1 year of experience working with young people in a school, camp, after-school, or residential setting
- Demonstrated commitment to youth development
- Ability to work with a racially and socio-economically diverse population and with students of varying levels of academic skill and engagement
- Flexibility and creativity in relating to students in an after-school setting is essential.
- Experience with students in elementary and middle school age range

Compensation and Additional Information:

- Starting at \$20/hour, based on experience.
- Additional paid hours for Steps events, meetings, and professional development training, as well as one hour of prep time per week

To Apply:

Please send resume and cover letter to Rocky Cotard, Steps to Success Director of Elementary and Middle School Programs: rcotard@stepstosuccessbrookline.org

Incomplete applications will not be considered.

Company Description

<https://www.stepstosuccessbrookline.org/>

Steps to Success provides equal employment opportunities to all applicants and prohibits discrimination on the basis of race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.