



Job Title: Enrichment Instructor of Teen Advantage Program (TA)

Organizational Overview:

At Step to Success (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 multiple Enrichment Instructors for its extended learning programs, After Hours University (AHU) and Teen Advantage (TA). Enrichment Instructors come in at minimum once per week for 12 weeks in the fall session and or 15 to 20 weeks in the winter/spring session to run activities for one hour.

The After Hours University (AHU) programs serve about 10-20 elementary students each, in grades 3-5. The programs run at two Brookline Elementary/Middle Schools: Lincoln, and Ridley Schools. Enrichment classes are taught three days per week (Mondays, Tuesdays, and Wednesdays.)

The Teen Advantage (TA) program serves 10 - 15 middle school students 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 Enrichment Instructors would need to be available at minimum weekly on Tuesdays from 4pm-5pm, with the option to teach on multiple days, at multiple sites.

Enrichment Instructors are part-time, temporary positions, (1-3 hours per week for 10-12 weeks, with the option to stay on for additional sessions). Candidates will need to be available for employment on the 2025/26 school year during our fall session which starts in September and ends in December. There is the opportunity for the contract to be extended to the Winter/Spring

Session which starts January and ends in June based on fit.

Program Objectives:

As a result of having a wider breadth of experience in regard to enrichment activities...

- 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:

Curriculum Design:

- Design and implement engaging and interactive enrichment units that incorporate strong Social Emotional Learning themes such as communication skills, positive relationships with peers, and teamwork.
- Create a curriculum that is enjoyable and dynamic, avoiding a traditional classroom feel.
- Be creative with topics and themes; recent enrichment units have included improv, movie making, photography, SLAM poetry, fine arts, web design, robotics and coding, graphic design, and more.

Team Collaboration:

- Work closely with the Group Leader and Assistant group Leader, and volunteers to ensure cohesive program delivery.
- Develop and maintain positive relationships with students, fostering a fun, respectful, and structured learning environment.

Policy Adherence and Professionalism:

- Adhere to all school policies, procedures, and regulations, including those related to student safety, confidentiality, and conduct.
- Maintain a professional demeanor and uphold ethical standards in all interactions with students, colleagues, and stakeholders.

Qualifications:

- At least 1 year of experience planning and running activities designed to engage young people in a school, camp, after-school, or residential setting, OR degree/work experience in enrichment subject matter area.
- 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 the elementary or middle school age range is important.

Compensation and Additional Information:

- Starting at \$35/hour, based on experience. Hired enrichment instructors have the option to teach on multiple days, at multiple sites (1-3 hours/week).
- This is an independent contractor position
- Supervised by TA Group Leader and Steps Director of Elementary and Middle School Programs

To Apply:

Please send your resume and cover letter to Rocky Cotard, Steps 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.