



Job Title: After Hours University (AHU) Group Leader

Organizational Overview:

At Steps 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, Inc. is hiring for its after-school enrichment program, After Hours University (AHU). We seek a strong, positive, energetic, and well-organized leader who will make an excellent role model for young people and lead in the cultivation of a program that works to expose our students to high-quality enrichment experiences. AHU takes place at two of our 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 AHU Group Leader is a part-time position (approximately 10 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 Steps Director of Elementary and Middle School Programs and the Steps Assistant 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 development, positive relationships with peers and adults, and greater school connectedness; and
- 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 having a wider breadth of experience in regards to enrichment activities...
 - o Students will develop improved engagement in learning
 - o Students will develop skill sets beyond those learned during the school day.
 - o Students will develop better communication skills and relations with their peers

Specific Position Responsibilities:

Student Supervision:

- Supervise students during afterschool programs, ensuring their safety and well-being at all times.
- Design and implement behavior management systems and develop strong routines and procedures for the program.
- Establish a clear sense of structure and a fun, respectful learning atmosphere.
- Willing to support in chaperoning a group of students between Brookline spaces.

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.

Program Development and Implementation:

- Use of planning time to review and plan for the administration of the SEL curriculum in collaboration with the enrichment instructors.
- Ensure all enrichment activities/units include opportunities for improvement in Social Emotional Learning skills such as communication skills, positive relationships with peers, and teamwork.

- Ensure all enrichment units include a culminating product or demonstration involving skills learned during that enrichment.
- Work with the Steps Director of Elementary and Middle School Programs, and PSB Advisor, to recruit and maintain an enrollment of approximately 15 participants over the course of the school year.

Team Collaboration and Supervision:

- Oversee TA staff, including Assistant Group Leader or Substitute Staff, enrichment instructors, college volunteers/interns, and others.
- Communicate regularly with school staff, Steps, Inc. staff, and parents about student progress and program updates.
- Manage administrative duties such as daily attendance, newsletters, family nights, tracking related to achievement of program objectives/outcomes, and supervision of TA staff.

Policy Adherence and Professionalism:

- Adhere to all PSB and EEC policies, procedures, and regulations, including those related to student safety, confidentiality, conduct and any additional instruction as directed by the supervisor.
- Maintain a professional demeanor and uphold ethical standards in all interactions with students, colleagues, and stakeholders.

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.

Qualifications:

- Must be at least 18 years old
- Must have a high school diploma or GED
- Teaching certificate or related degree preferred, but not required
- Minimum 2 years of supervised experience in youth development (classroom, after-school, camp, or residential settings)
- Experience using data to inform practice; familiarity with SEL frameworks and SAYO tools is a plus
- Strong leadership and collaboration skills with staff, families, and community partners.

- 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 \$30/hour, based on experience.
- Additional paid hours for planning time, Steps events, meetings, and professional development training.

To Apply:

Please send 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.