



Job Title: Program Substitute for After Hours University (AHU) and Teen Advantage (TA)

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 is hiring a **Program Substitute** 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 3:40-5:10 pm

The Teen Advantage (TA) program serves 10 - 15 middle school students at each site and runs between the hours of 3:40 pm and 5:10 pm with enrichment classes only on Tuesdays, as determined by the Director of EM Programs.

The Program Substitute is a part-time position (working approximately 5.5 hours/week, including prep time as may be needed). The role of the Program Substitute is to cover staff absences, allowing AHU/TA sites to operate without disruption.

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 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...
 - 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

Duties

Collaboration & Relationship Building

- 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 or Assistant Group Leader in teaching a variety of hands-on, project-based activities.
- Substitute programs as needed.

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.

Availability & Travel

- Be available for substitute assignments on short notice.
- Primarily serve one school site but be willing and able to travel between sites as needed to support programming.

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, Group Leader, and Assistant 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 18 years old
- Completed or be 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 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.