



Job Title: K-2 Afterschool Program Assistant 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 an Assistant Group Leader to assist in the implementation of its new after-school K-2 academic and social-emotional enrichment program. 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.

This new K-2 afterschool program will serve approximately 10-12 students. The program runs in Brookline 3 days per week on Mondays, Tuesdays, and Wednesdays from 2:30-5:10 pm.

The K-2 Program Assistant Group Leader is a part-time position (approximately 12 hours/week, including planning time). Prospective candidates will need to be available for all training and employment starting late September 2026 through early June 2027.

This role is supervised by the Executive Director of Steps, Inc., in conjunction with some operational oversight provided by 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 broader range of experience with 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 relationships 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 community.

Student Support:

- 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 academic and social-emotional learning goals.
- Use planning time to review and plan for the week's activities and academic/social-emotional learning opportunities

Team Collaboration and Supervision:

- 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 Steps, Inc. 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.

Qualifications:

- Must have a high school diploma or GED
- Experience with early elementary education, or students in that specific age range
- 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)
- 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 are essential!

Compensation and Additional Information:

- Starting at \$25/hour, based on experience
- Additional paid hours for planning time, Steps events, meetings, and/or professional development training.

To Apply:

Please send resume and cover letter to Nia Jacobs, Executive Director (sts@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.