



**Job Title:** Teen Advantage (TA) Group Leader

**Organizational Overview:**

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

**Position Overview:**

Steps to Success is hiring for its after-school enrichment program, Teen Advantage (TA). TA takes place at one of our three Brookline program locations. 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.

TA serves about 15 students in grades 6 through 8, Monday through Wednesday. The program can run between the hours of 2:30 pm and 5:10 pm as determined by the Director of EM Programs, with the expectation that the Group Leader would work a minimum of 1.5 hours per week. Group Leaders are also paid for 3 additional hours of planning/administrative time per week as needed.

The TA Group Leader is a part-time position (6 hours/week, including planning time). Prospective candidates will need to be available for employment mid-September 2024 through mid-June 2025.

**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.

Willing to support in chaperoning a group of students between Brookline spaces.

### *Program Development and Implementation:*

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 STS 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 enrichment instructors, college volunteers/interns, and others.

Communicate regularly with school staff, STS, 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 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.

### *Meetings and Training:*

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

**Qualifications:**

Experienced youth development worker with a minimum of 3 years experience in diverse classrooms, after-school, camp and/or residential settings. Teaching certificate and/or degree in a related field strongly preferred but not required.

Experience tracking and utilizing a data-driven approach. Experience working with SEL skills, frameworks, and tracking tools (specifically ACT or SAYO) is strongly preferred but not required.

Flexibility and creativity in relating to students in an after-school setting, while consistently demonstrating strong behavior management skills at the same time, is essential.

Ability to engage in program leadership as well as to interact effectively with after school colleagues, school-day staff and administrators, parents, and community partners is required.

**Compensation and Additional Information:**

Starting at \$30/hour

6 hrs/week during the academic school year (which includes 3 hours of planning time).

Additional paid hours for STS events, meetings, and professional development training.

Supervised by STS Director EM of Programs

**To Apply:**

Please send resume and cover letter to Rocky Cotard, STS Director of Programs:

[rcotard@stepstosuccessbrookline.org](mailto: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.