



**Job Title:** Assistant Group Leader After Hours University (AHU)/Teen Advantage (TA)

**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.

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**Position Overview:**

Steps to Success is hiring for its after-school academic enrichment programs, After Hours University (AHU) and Teen Advantage (TA). AHU/TA takes place at one of our four Brookline program locations.

AHU serves approximately 10-20 students in grades 3-5. The program runs a maximum of 3 days per week on Mondays, Tuesdays, and Wednesdays from 3:40-5:10 pm. TA serves about 15 students in grades 6 through 8 on Mondays, Tuesdays, and Wednesdays. The TA program can run between the hours of 2:30 pm and 5:10 pm as determined by the Director of EM Programs. The Assistant Group Leader will also be paid for an additional hour of prep and/or meeting time per week.

The AHU/TA Assistant Group Leader is a part-time position (working approximately 5.5 hours/week which includes an hour of planning time). Prospective candidates will need to be available for all training and employment starting 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...
  - 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:**

### *Team Collaboration:*

- Work with the AHU/TA Group Leader and Steps to Success Director of Programs.
- Plan and develop positive relationships with students.
- Establish a clear sense of structure and a fun, respectful learning atmosphere.

### *Student Supervision:*

- Supervise students during afterschool programs, ensuring their safety and well-being at all times.

### *Student Support:*

- Assist students with homework completion.
- Help students develop skills in organization, prioritization, and work quality.

### *Activity Facilitation:*

- Assist the Group Leader in teaching a variety of hands-on, project-based activities.
- Substitute as Group Leader in the absence of the Group Leader, with assistance from a floating support.

### *Administrative Duties:*

- Assist in routines and administrative tasks as needed.

### *Meetings and Training:*

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

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## **Qualifications:**

- 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 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 middle school age range is important.

**Compensation and Additional Information:**

- Starting at \$20/hour
- Additional paid hours for meetings and professional development training.
- Supervised by AHU/TA Group Leader and STS Director 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.