



Job Title: Enrichment Instructor at After Hours University (AHU)

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 (STS) is hiring multiple Enrichment Instructors for its after-school program, After Hours University (AHU). Enrichment Instructors come in once per week for a 12 weeks in the fall session and or 15 to 20 weeks in the winter/spring session to run activities for one hour.

AHU programs serve about 10-20 students each, in grades 3-5. The programs run at three Brookline Elementary/Middle Schools: Lawrence, Lincoln, and Ridley Schools. They run three days per week (Mondays, Tuesdays, and Wednesdays.) Enrichment Instructors would need to be available on at least one of the above days from 4pm-5pm, with the option to teach on multiple days, at multiple sites.

Enrichment Instructors are part-time, temporary positions, (1-3 hours per week for 10-12 weeks, with the option to stay on for additional sessions). Candidates will need to be available for employment starting the mid-September - December (our Fall Session), with the potential option to stay on for the Winter/Spring Session (January - June) if desired.

Program Objectives:

As a result of having a wider breadth of experience in regard 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:

Curriculum Design:

- Design and implement engaging and interactive enrichment units that incorporate strong Social Emotional Learning themes such as communication skills, positive relationships with peers, and teamwork.

- Create curriculum that is enjoyable and dynamic, avoiding a traditional classroom feel.
- Be creative with topics and themes; recent enrichment units have included improv, movie making, photography, SLAM poetry, fine arts, web design, robotics and coding, graphic design, and more.

Team Collaboration:

- Work closely with the Program Director, Assistant Director, and volunteers to ensure cohesive program delivery.
- Develop and maintain positive relationships with students, fostering a fun, respectful, and structured learning environment.

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.

Qualifications:

- At least 1 year of experience planning and running activities designed to engage young people in a school, camp, after-school, or residential setting, OR degree/work experience in enrichment subject matter area.
- 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:

- \$50/hour, with the option to teach on multiple days, at multiple sites (1-4 hours/week)
- This is an independent contractor position
- Supervised by AHU 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

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.