

Intern Manager

Achieve Summer 2019

Overview:

The Intern Manager is a high school educator who operates and supervises the Achieve Summer Internship Program. The primary focus will be on leadership and professional development in the mornings and successful coordination of enrichment tracks in the afternoons. The Intern Manager will work with the Leadership Team to facilitate a rewarding and impactful internship program, and also receive professional development to continue building his or her own leadership skills.

Description:

The Intern Manager will lead summer efforts to provide a meaningful, positive, and well-run experience for all high school participants in Achieve Summer. Internships are both paid and unpaid, full time and part time. In the mornings, interns will participate in professional and leadership development through learning labs and assisting teachers. In the afternoons, interns will help lead enrichment activities for elementary students, including STEM, art, culinary, music, and wellness. The Intern Coordinator will collaborate with other members of the Leadership Team to ensure the success of these programs, maintain smooth operations, and provide impactful learning.

Responsibilities:

- Oversee logistics of all interns (e.g. attendance, documentation, placement, community service hours, and communication)
- Collaborate with other Achieve Intern Managers to create leadership and professional development curriculum
- Act as liaison between Interns and Leadership Team
- Collaborate with Operations Director and College Readiness Cohort Program Managers to ensure smooth execution of afternoon enrichment tracks

Duties:

- Create and execute weekly lessons and assignments for morning learning
- Collaborate with Operations Director to plan and implement daily 30-minute professional development sessions to prepare interns for success in the afternoon enrichment tracks
- Provide mentoring, coaching, and feedback to interns on their performance
- Organize placement of Interns in morning classrooms and afternoon enrichment tracks
- Create and implement clear procedures for intern sign-in and transitions
- Plan orientation and produce training materials with Site Director
- Oversee attendance of interns
- Communicate with Interns
- Supervise afternoon enrichment tracks
- Oversee the completion of online forms
- Prepare and distribute exit survey
- Prepare and distribute community service completion report
- Attend all Achieve Miami Leadership Team meetings

Qualifications:

The ideal candidate will have:

- ★ Strong leadership and interpersonal skills;
- ★ The ability to delegate and manage;
- ★ Proven organization and time management skills;
- ★ Experience working with high school students;
- ★ Good communication skills;
- ★ An interest in growing in ability to coach and develop students;
- ★ Ability to attend all meetings prior to summer;
- ★ A growth mindset; and
- ★ Prior experience working with Achieve Miami (preferred)

Details:

The Intern Manager role will begin in February and conclude in late July. From February until May, the role is part time (approximately 2-8 hours per week) with a focus on training, Leadership Team development, and instructional design. During the preparation period, the Intern Manager will engage in training with the Achieve Miami leadership team. Beginning in June, the role is full time with school running from 7am until 5pm daily, plus weekly Achieve Leadership Team meetings. The Intern Manager position is outcome-oriented and the ideal candidate will be able to work beyond the daily schedule when necessary to achieve great results.