

Operations & Kindergarten Interns, Achieve Summer 2023

Achieve Miami is seeking Operations & Kindergarten Interns to support our Achieve Summer program at four sites across Miami-Dade County Public Schools. Achieve Summer is a full-day, six-week program that engages rising elementary students in high-quality academic and enriching summer experiences, while developing the capacity of high school students, and the leadership of professional teachers across Miami-Dade.

The ideal candidate has a passion for education and working with young students. They are energetic, highly motivated, and eager to learn and grow. They take direction well, and can also be self-directed. They ask questions to clarify, and express problems with solutions ready to go.

Qualifications

The ideal candidate will have:

- Graduated from high school
- Reliable transportation for each day of programming
- Enjoys working with young learners
- A growth mindset, with a dedicated interest in personal growth
- Experience working well with teams to achieve a set goal
- History of demonstrated investment in the communities we serve
- Volunteer experience with Achieve Miami as a Big Buddy (preferred)
- Completed the Achieve Scholars Program (preferred)

Responsibilities

The Operations Intern is responsible for:

- Assisting Site Director and Operations Manager in implementing systems across school
- Organizing supplies
- Assisting in maintaining accurate records including daily attendance and field trip forms
- Assisting in managing high school volunteers
- Assisting in off-site field trips as chaperone
- Assisting in organizing on-site activities including Field Day and Showcase Day

The Kindergarten Intern is responsible for:

- Assisting Kindergarten Teacher in teaching the social, emotional, and academic skills needed in order to thrive in kindergarten
- Leading small groups of students in prepared activities
- Assisting in classroom management
- Preparing materials for students
- Assisting Enrichment Teacher in facilitating kindergarten students and high school volunteers

- Assisting in on and off-site field trips as chaperone

Keys to Success

To be successful in this role, you will excel in:

- **Relationship-building:** You develop and maintain strong, collaborative working relationships with a diverse group of stakeholders. You know how to build alliances and find points of collaboration even when there are competing interests.
- **Drive to achieve results:** You have a track record of accomplishing ambitious goals and getting results even when there are obstacles. You set a high bar and meet it, because you think three (or 30) steps ahead to anticipate hurdles and come up with pragmatic solutions. You plan backwards and involve stakeholders appropriately.
- **Inclusive leadership and management:** You approach leadership with a mindset of “power with” rather than “power over” and regularly include others in decision-making. You have experience managing multiple projects and keeping tasks from slipping through the cracks. You use resources wisely, and can manage multiple projects simultaneously.
- **Commitment to racial equity and social justice:** You recognize the role of race, income, age, immigration status, language preferences, and other identities in shaping the culture of your site, and you consistently amplify community voices to advocate for more equitable solutions. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning.

Time Commitment

Date	Time	Location	Work Type
June 8	3:00 pm - 4:30 pm	Zoom	Training
June 12	8:00 am - 3:30 pm	Exact school site TBD	Site Prep Day
June 13 - July 21 (Mondays - Fridays, except June 19 and July 4)	8:00 am - 3:30 pm	Exact school site TBD	Program

Compensation

\$15/hour

Apply

Complete this [application](#) by

- First priority deadline: Wednesday, April 12, 2023
- Rolling admissions throughout the spring

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Hiring Manager

The Operations Intern reports to the Achieve Summer Site Director at the designated school site. The Kindergarten Intern reports to the Kindergarten Teacher. The hiring manager for these roles is Nicole Murad, Director of Elementary Programs at Achieve Miami. Please reach out with any questions (nicole@achievemiami.org or 305-306-0259).

*Please note: Achieve Miami will remain flexible in responding to the COVID-19 pandemic in a way that is best for our students and staff, including those in this role. Dates, compensation, and duration of the role are tentative. We will update staff members as changes affecting the role are made.

Who We Are

Achieve Miami seeks to close opportunity gaps for students throughout Miami-Dade by providing meaningful educational programs that demonstrate the power of students learning with and from each other. Learn more at achievemiami.org.