

Site Director, Achieve Saturdays

Overview

The Site Director will lead Achieve Saturday programming and recruitment at their school site. They will build a strong culture, and directly manage the program team to ensure a successful program.

Role & Responsibilities

- Lead recruitment efforts including making classroom announcements, arranging school morning announcements, flyering, etc.
- Lead programming on 15 Saturdays throughout the school year
- Manage program team, including Big Buddy Coordinator, Intern, Security Personnel, Custodian, and Cafeteria Personnel
- Participate in regular planning, reflection check-ins
- Liaise between Achieve Miami and program team, school administration, school staff, students, and families
- Keep accurate registration, attendance records
- Plan, set, and maintain strong culture within program
- Create strong systems and routines for smooth operations
- Manage school program budget

Qualifications

- Works as a staff member at Brentwood Elementary, Caribbean K-8 Center, Frederick Douglass Elementary, Goulds Elementary, or Jesse J. McCrary Jr. Elementary
- Has a known positive reputation within their school community, with exceptional working relationships with administrators, teachers, students, and families
- Has demonstrated use of a growth mindset in developing self as school and education leader
- Has demonstrated problem solving skills to overcome obstacles
- A proven, goal-oriented, exceptional classroom teacher or school leader
- Strong organizational skills and attention to detail
- A proven ability to work across lines of difference with diverse audiences and partners
- Previous experience with Achieve Miami preferred

Time & Compensation

\$30 per hour for up to 10 hours per week

8 am - 12 pm on the below listed program dates, in addition to time for recruitment efforts and other duties.

Achieve Saturdays 2023-2024			
Sept 30	Dec 2	Feb 10	Apr 13
Oct 7	Dec 16	Feb 24	Apr 27
Oct 21	Jan 13	Mar 9	May 11
Nov 4	Jan 27	Mar 16	

*Team meetings tentatively scheduled for the Thursday one and half weeks before each program.

[Apply](#)

Priority Deadline: August 31

Start Date: September 15, 2022

Hiring Manager

This role reports to Nicole Murad, Director of Elementary Programs at Achieve Miami. Please reach out with any questions (nicole@achievemiami.org or 305-306-0259).

Who We Are

Achieve Miami is an education non-profit that offers a variety of enrichment and connection opportunities to set all students on a path to success.

Achieve Saturdays is a program for first through fifth grade students at varying elementary schools throughout Miami-Dade County Public Schools. High school volunteer Big Buddies read, write, and have fun with elementary Little Buddies to share the joys of literacy.