

Operations & Kindergarten Intern, Achieve Summer 2024

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 often take initiative to fill in the gaps they notice. They ask questions to clarify, and express problems with solutions ready to go.

Responsibilities

The Operations Intern is responsible for:

- Assist Site Director and Operations Manager in implementing systems across school
- Organizing supplies
- Assist in maintaining accurate records including daily attendance and field trip forms
- Assist 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

Qualifications

The ideal candidate will have:

- Graduated from high school (required)
- Reliable transportation for each day of programming (required)
- Volunteered as an Achieve Miami Big Buddy (preferred)
- Completed the Achieve Scholars program (preferred)

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 6	3:00 pm - 5:00 pm	Zoom	Training
June 10	8:00 am - 3:30 pm	TBD	Site Prep Day
June 11-July 19 (Mondays-Fridays, except June 19 and July 4 holidays)	8:00 am - 3:30 pm	TBD	Program

Compensation

\$15/hour

Apply

Complete this [application](#)

- First priority deadline: Friday, December 22, 2023
- Second priority deadline: Friday, January 26, 2024
- Rolling admissions throughout spring

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 Scarcella, 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 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.