

# ACHIEVE



MIAMI

## Director of Saturdays and Summer Programs Job Description

Achieve Miami is searching for a Director of Saturdays and Summer Programs. This role requires strong leadership and management abilities, excellent relationship-building skills, effective communication, planning, organization and time management skills, and the ability to provide ongoing coaching and feedback to part time staff. The ideal Director is people oriented, can easily pivot when needed, has a growth mindset and embraces challenges with new ideas. They enjoy getting results through collective achievement and demonstrate flexibility and comfort with interacting with groups of people from a wide variety of backgrounds. This is a full-time, salary-exempt position.

### **Roles & Responsibilities:**

Lead Achieve Saturdays at designated elementary school sites during the academic year and Achieve Summer during the summer:

- Recruit, hire, train, and oversee part-time staff to lead and support the Achieve Saturdays and Summer program across various elementary school sites.
- Provide regular feedback and coaching to Site Directors, demonstrate effective techniques for staff to regularly engage teachers and interact with students.
- Set high expectations for effective program execution amongst part-time staff, ensuring that Achieve Miami's policies and procedures are implemented and followed accordingly.
- Plan and implement program activities, coordinating with the Program Manager to ensure sites have enough books, supplies, and marketing materials for programming.
- Develop programmatic and marketing materials, such as handbooks, surveys, recruitment flyers and PowerPoint presentations to help train staff to run our programs.
- Lead marketing and outreach efforts, cross-promoting within our programs to ensure we have enough participants to reach our goals. Work closely with school staff to recruit and register elementary students, as well as with the high school team to ensure a 1:1 ratio of elementary and high school students at each site.
- Maintain strong relationships and effective, regular communication with students, parents, schools, staff, Principals, and other key stakeholders.
- Enjoy spending time building internal and external relationships, modeling to others the importance of those relationships.
- Ensure cohesion across our programs through a deep understanding of the vision of our programs.
- Oversee the purchase, maintenance, and inventory of program supplies and materials. Work closely with the Program Manager to maintain a system for program inventory and organize miscellaneous supplies at the office and storage house.
- Maintain the budget throughout the fiscal year.
- Coordinate with Program Directors to plan, organize, and implement any logistical support needed, including organizing and dropping off materials at school sites.
- Work closely with part time staff and Evaluation and Data Quality Manager in maintaining program data for analysis (attendance, surveys, academic data, etc.) to track the impact of our programs.
- Recommend and quickly implement programmatic changes based on feedback received or the need to adjust certain components of programming that are not working well.
- Demonstrate very strong judgment - both about what shifts to make and be flexible as challenges arise.
- Collaborate with the Executive Director and Director of Philanthropy on fundraising and grants for programming.
- Participate and assist with other Achieve Miami programs as needed.

**Qualifications:**

- Bachelor's Degree preferred or extensive job experience.
- 5 - 7 years of managerial experience, working in a fast-paced environment; ability to multitask effectively; and maintain attention to detail.
- History of demonstrated investment in the communities we serve.
- Valid driver's license for responsibilities throughout the day, evening and weekends (required).

**The ideal candidate for this role will have:**

- **Strong Management skills:** You've had experience managing others and are able to help your team set goals, strategize on how to achieve those goals, and celebrate wins. You are able to set a high bar and hold others accountable to meeting that bar.
- **Strong Organizational Skills:** You thrive on staying organized and knowing what you need to do to reach set goals. You have systems to help you stay on top of your personal to-do list and can integrate new tasks and prioritize effectively.
- **Strong Interpersonal Skills:** You have a strong customer service mindset and the ability to navigate complex conversations, while building trust with partners. We work with students, school administration, parents, donors, community members, and community leaders - and we need someone who can comfortably engage and build relationships with all of these audiences!
- **Strong Communication Skills:** You are a strong writer, emailer, and phone-answerer and are able to communicate clearly and warmly in all situations. You build confidence in others through open and proactive communication and provide clear, helpful information to various different audiences.
- **Teamwork and Collaboration:** You actively contribute to the team in order to complete tasks, meet goals or manage programs. You understand that your team's success is your own success. You thrive when facing new challenges, but are also enthusiastic to pitch in on the small stuff to support other team members. You consistently tap into other staff members to learn from their expertise.
- **Solution Orientated:** You proactively identify gaps, design solutions and apply them to ensure results. You are data-driven and analyze data to produce insights while generating wise, actionable recommendations.
- **High Quality Work Product:** You are detail oriented and always double-check your work before handing it off. You take the time necessary to achieve the highest quality outcome possible in all scenarios, producing the best possible work while pursuing goals despite obstacles or constraints.
- **Self-Direction:** You are the type of leader who is able to see the bigger picture, can map out what it takes to get it done - and then you do it! You're a step ahead of the rest of the team, always anticipating what we'll need, whether that's extra copies or a system to help us streamline a process. You know how to "manage up" and can ask effective clarifying questions to ensure that your work stays on track.
- **Growth Mindset:** You constantly request feedback on your work and ask for new responsibilities and challenges; you have a desire to develop your professional skills.
- **Creativity:** You enjoy thinking creatively about new initiatives and projects, all grounded in the vision to create the most value we can for the students we serve. You are comfortable ideating about new initiatives and then have the project planning skills to create an infrastructure to bring those new initiatives to life.

**Details:**

This will be a full-time, salary-exempt position which will pay \$70,000 - \$75,000 annually. Position will report directly to the Deputy Director of Programs. All full-time employees receive medical, vision, and dental benefits, starting on the first day of the month after 90 days of employment. Achieve Miami will reimburse employees for authorized, necessary and reasonable mileage outside of office travel.

**About Achieve Miami:**

At Achieve Miami, we believe in the potential of every child. Together with partners from public and private schools, Achieve Miami designs and manages programs that extend learning opportunities for students, teachers, and education leaders through programs like Achieve Saturdays, Achieve Summer, Achieve Scholars, Achieve Club, Alumni Program, and Achieve Music.

Achieve Miami is a 501(c)(3) organization. Achieve Miami's main office is located at 220 Miracle Mile, Coral Gables, FL 33134. You can visit [www.achievemiami.org](http://www.achievemiami.org) to learn more about Achieve Miami.