

Site Director, Achieve Saturdays

Overview

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

Role & Responsibilities

- Lead recruitment efforts at their school site, including making classroom announcements, arranging morning announcements with staff, passing out flyers and incentives to first to fifth grade students
- Meet with administration to discuss opening of the building, plans for each Saturday and help with recruitment efforts
- Lead programming on 15 Saturdays throughout the school year, providing directions to Big and Little Buddies throughout the morning
- Manage program team, including Big Buddy Coordinator, Intern, Security Personnel, Custodian, and Cafeteria Personnel
- Prepare the site for Saturdays, ensuring there are enough books, activities, folders, pencils, incentives, etc
- Collect student reading levels to prepare student folders before each Saturday
- Participate in regular planning and check-ins with Achieve team
- Keep accurate registration and attendance records, ensuring all students who attend the program are registered and attendance is completed correctly
- Stay in communication with Cafeteria Manager and scan and send food and nutrition paperwork to the District after each Achieve Saturdays
- Create strong systems and routines for smooth operations, ensuring space is left clean and the same way it was found
- Plan, set, and maintain strong culture within program
- Manage program budget, including making purchases for the program (as needed)
- Fill out incident reports and case notes (as needed)

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

7:45 am - 12 pm on the program dates listed below, in addition to time for recruitment efforts and other duties.

Achieve Saturdays 2024-2025			
Sept 28	Dec 7	Feb 8	Apr 12
Oct 12	Dec 14	Feb 22	Apr 26
Oct 26	Jan 11	Mar 1	May 10
Nov 16	Jan 25	Mar 15	

*Team meetings tentatively scheduled for Wednesdays.



[Apply here](#)

Priority Deadline: August 30, 2024

Start Date: September 2, 2024

Hiring Manager

This role reports to Claudia Bojorquez, Deputy Director of Programs at Achieve Miami. Please reach out with any questions (claudia@achievemiami.org or 305-321-7206).

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.