

Operations Manager, Achieve Summer 2025

Achieve Summer is a full-day, six-week program that engages elementary, middle and high school students in high-quality academic and enriching summer experiences, while developing the leadership of teachers across Miami-Dade. Achieve Miami is seeking four Operations Managers to support the logistics of our Achieve Summer program at four Miami-Dade County public schools.

Our Achieve Summer program runs at four sites:

- Caribbean K-8 Center (Cutler Bay)*
- Jesse J. McCrary, Jr. Elementary (Little River)
- Brentwood Elementary (Miami Gardens)
- Frederick Douglass Elementary (Overtown)

The Operations Manager is responsible for leading systems and smooth operations at each school site that will enable the program to function at a high level. At each school site, the Operations Manager oversees all aspects of the operational systems and routines that ensure students, staff, partners and parents are positioned to succeed during the summer. From opening to closing of the school site, the Operations Manager supports all aspects of the space and needs of the team. The Operations Manager works closely with the Site Director and Leadership Team to implement and manage systems that allow for the objectives of the summer program to be achieved.

What we are Looking For

To excel as an Operations Manager, a candidate should possess the following qualities:

- **Strong organizational skills:** You thrive on staying organized, planning, and managing responsibilities effectively to reach set goals. You have systems to help you stay on top of your to-do list, can integrate new emerging tasks and prioritize effectively.
- **Strong communication skills:** You have excellent communication skills to effectively interact with participants, parents, staff and stakeholders. You build confidence in others through open and proactive communication and provide clear, helpful information to various different audiences. You have the ability to communicate feedback clearly and respectfully.
- **Problem-solving and adaptability skills:** You have the ability to adapt to changing situations and be flexible in the face of unexpected challenges. You can proactively develop solutions and are able to make changes to the schedule or activities to better meet the needs of participants or based on feedback received. You set a high bar and meet it because you think three (or 10) steps ahead to anticipate hurdles and come up with pragmatic solutions.

You persevere in the face of challenges and have the ability to adapt to challenging environments.

- **A focus for continuous improvement:** You are committed to ongoing growth. This involves not only addressing immediate concerns but also actively seeking feedback for program development and enhancement. This includes being receptive to both positive feedback and constructive criticism from staff, parents, and participants with an open mind and applying those suggestions to improve.
- **Cultural competence:** You have sensitivity and understanding of various cultures, backgrounds, and identities, ensuring an inclusive and respectful environment for everyone involved.

Additional Qualifications

- Previous experience with Achieve Miami (preferred)
- A current staff member at Brentwood Elementary, Caribbean K-8 Center, Frederick Douglass Elementary, Jesse J McCrary, Jr. Elementary (preferred)
- At least four years of experience as an outstanding, goal-oriented elementary classroom teacher or school leader
- Attention to detail and a thriving organizer

Responsibilities

- Maintain Achieve's program values, culture, and vision of excellence
- Ensure that Achieve Miami's policies and procedures are implemented and followed accordingly; creating site-specific procedures and routines
- Understand and value the importance of great operations, following systems created for managing supply inventory, purchasing, and record keeping
- Maintain specific program data required for Achieve Miami, including accurate daily attendance records (*CK8 will require additional data to be collected for the Children's Trust)
- Manage interns to support smooth operations and a positive program experience for all participants
- Create field trip plans, including bus lists, timelines, chaperone assignments, site activities, etc.
- Manage relationships with the Department of Food and Nutrition to ensure breakfast and lunch are served, ensuring accurate daily records are maintained and communicated
- Recruit students, in collaboration with other site-based leadership team members
- Recruit and help onboard teachers during specific retreats, along with other site-based leadership team members
- Have knowledge of safety regulations and protocols, ensuring the well-being of all participants

*Caribbean K-8’s summer program is the only site that will have a middle school class, extended hours until 6 pm, additional afternoon enrichments, and literacy intervention for certain students.

Time Commitment + Key Dates

Prior to the start of summer programming, staff will participate in paid training and work days. To be best prepared for this role, attendance at all training dates leading up to the summer programming, as well as the program dates themselves, is required.

Date	Time	Location	Event
March 8	9:30 am - 3:00 pm	Big Brothers, Big Sisters of Miami	Leadership Team Retreat 1
March 19	5:30 pm - 8:30 pm	Virtual	Teacher Virtual Interview Day
April 19	9:30 am - 3:00 pm	Big Brothers, Big Sisters of Miami	Leadership Team Retreat 2
May 10 (Optional)	1:00 pm - 3:00 pm	Achieve Storage House	Material Preparation
May 17	9:30 am - 3:00 pm	Converge Miami	Staff Retreat
May 31	9:30 am - 3:30 pm	Converge Miami	Staff Retreat
June 9	8:00 am - 3:30 pm	Caribbean K-8, Jesse J. McCrary, Jr., Brentwood, OR Frederick Douglass	Site Prep Day
June 10-July 18 (Except June 19 and July 4 holidays)	8:00 am - 3:30 pm	Caribbean K-8, Jesse J. McCrary, Jr., Brentwood, OR Frederick Douglass	Summer Program
July 21	10:00 am - 11:00 am	Virtual	Leadership Team Debrief

Compensation

\$34/hour

Apply

Complete this [application](#) by Friday, December 13, 2024.

Hiring Manager

This role reports to Dana Rosenberg, Director of Saturdays and Summer Programs at Achieve Miami. Please reach out with any questions (dana@achievemiami.org or 954-701-6379).

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](https://www.achievemiami.org).