

## Operations Intern & Kindergarten Intern, 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 Operations Interns & Kindergarten Interns to support our Achieve Summer program at four sites:

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

### What we are Looking For

To excel as an Operations or Kindergarten Intern at Achieve Summer, a candidate should possess the following qualities:

- **Adaptability:** Able to adjust quickly to changing schedules, needs, or challenges in a fast-paced Summer environment.
- **Strong Communication Skills:** Able to effectively communicate information to teachers, students and other staff; manage logistics, and support a positive learning environment.
- **Organizational Skills:** Ability to manage multiple tasks, being detail oriented, keeping accurate records, and ensure smooth operations on site.
- **Problem-Solving Ability:** Capacity to think on your feet, anticipate potential issues, and propose solutions when challenges arise, especially when supporting field trips, classroom activities, or site logistics.
- **Collaboration and Teamwork:** Ability to work effectively with teachers, Site Director, Operations Manager, Big Buddies, and other interns; being a reliable team player.
- **Patience:** Keeping calm and cool in stressful situations, especially when working with young students.
- **Positive Attitude:** Bringing energy and a positive outlook to the program not only helps maintain morale but also sets a great example for students and our Big Buddy high school volunteers.

### Additional Qualifications

- High school graduate (required)
- Have reliable transportation for each day of programming (required)
- A growth mindset, with a dedicated interest in personal growth
- Volunteered as an Achieve Miami Big Buddy (preferred)

- Completed the Achieve Scholars program (preferred)

### **Job Responsibilities**

The Operations Intern is responsible for:

- Assisting the Site Director and Operations Manager in implementing operational systems across the school site
- Assisting in data collection and maintaining accurate records, including daily attendance, field trip forms and other forms of evaluation
- Assisting in managing our high school volunteers (Big Buddies)
- Assisting in off-site field trips, serving as a chaperone
- Helping plan, organize and execute on-site activities, including Field Day, Showcase Day, talents shows, etc.
- Assisting in communicating daily schedules, updates, and logistics to staff, high school volunteers (Big Buddies), and families
- Helping manage students during lunch, recess, and transition periods
- Assisting with setup (e.g., projectors, sound systems) for lunch and other activities
- Organizing supplies
- Other responsibilities, as needed

The Kindergarten Intern is responsible for:

- Assisting Kindergarten Teacher in teaching social, emotional, and academic skills needed in order to thrive in Kindergarten
- Leading small groups of students in prepared activities and Kindergarten centers
- Assisting in classroom management, helping students in class, during lunch, recess, and transition periods
- Preparing materials for students
- Supporting kindergarten students and high school volunteers (Big Buddies) in the afternoon during Enrichments
- Assisting in on and off-site field trips as chaperone, staying with the Kindergarten class throughout the day
- Other responsibilities, as needed

\*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	Work Type
May 31	9:30 am - 12:30 pm	In-person at Converge Miami	Training
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

### Compensation

\$15/hour

### Apply

Complete this [application](#) by Friday, February 21, 2025.

### Hiring Manager

The Operations and Kindergarten Interns report to the Achieve Summer Site Director at the designated school site. The hiring manager for these roles is Dana Rosenberg, Director of Saturdays and Summer Programs at Achieve Miami. Please reach out with any questions ([dana@achievemiami.org](mailto: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](http://achievemiami.org).