

Big Buddy Coordinator – Achieve Saturdays

Job Description

Achieve Saturdays is a dynamic enrichment program held twice a month that supports the academic, physical, and emotional well-being of elementary students. In collaboration with FIFA, the program combines academic tutoring, wellness education, movement through soccer, and one-on-one mentorship from high school "Big Buddy" volunteers. Students enjoy joyful, meaningful learning experiences—and every Saturday includes a free book to take home along with nutritious breakfast and lunch.

The **Big Buddy Coordinator** leads all aspects of the Achieve Saturdays programming for our high school volunteers (Big Buddies). The Big Buddy Coordinator will work alongside the Achieve Saturdays Site Director and ensure a positive site culture, the implementation of activities, and successful progress toward program goals.

Achieve Saturdays Sites:

- Brentwood Elementary (Miami Gardens)
- Caribbean K-8 Center (South Miami Heights)
- Frederick Douglass Elementary (Overtown)
- Goulds Elementary (Homestead)
- Jesse J. McCrary, Jr. Elementary (Little River)

Role & Responsibilities

Planning and Preparation

- Ensure all needed materials are ready before 9:00 am each Achieve Saturdays programming date (Big Buddy presentation, name tags, attendance sign-in sheets, snacks, t-shirts)
- Purchase snacks for Big Buddies before each Achieve Saturdays programming date (budget provided)

Supporting Student Leaders

- Create a welcoming, safe, and fun space for all attending

- Conduct engaging Saturday morning meetings for high school students using presentations that provide training and guidance for them to have positive interaction with Little Buddies
- Conduct debrief meetings with high school students at the end of Achieve Saturdays to understand what went well and what needs to be improved for next time
- Supervise high school students to ensure they are on task or step in if needed to redirect behavior

Attendance & Documentation

- Ensure attendance is completed and accurate for Big Buddies at the end of each Saturday session
- Understand all components of the Big Buddy registration/attendance process
- Sign community service verification forms for Big Buddy volunteers (as needed)

Collaboration & Communication

- Attend monthly planning meetings with the Achieve Miami team
- Proactively communicate with your direct supervisor about any program updates, student or staff concerns, or site needs
- Represent Achieve Saturdays positively to staff and families

Recruitment & Partnerships

- Lead Big Buddy recruitment at your school site (if applicable) through SMS platforms, flyers, and morning announcements
- Collaborate with the Achieve Success Coach to increase and encourage Scholar participation
- Collaborate with Achieve Recruiter to increase engagement

Qualifications

- *Not required but strongly encouraged:* Current staff member at a high school
- Comfortable with leading presentations and engaging with large groups of students
- Have a strong and positive presence in your school/local community
- Highly organized and detail-oriented
- Growth mindset and willingness to solve problems creatively

- Proven experience as an effective teacher or school leader
- Able to build relationships across lines of difference
- Strong communicator who shares updates early and often, and anticipates needs before they arise
- Prior experience with Achieve Miami is a plus

Time & Compensation

- **Pay Rate:** \$25/hour
- **Hours Per Week:** One hour per week in which programming occurs (for preparation and)
- **Program Hours:** 8:30 AM - 1:00 PM (16 Saturdays at 4.5 hours)
- **Training/Professional Development:** Monthly 1-hr Zoom meetings

2025–2026 Achieve Saturday Program Dates: Please review Saturday dates before applying for this position. We are looking for someone who can be present on each of these Saturdays as well as participate in the onboarding training before the start of Achieve Saturdays.

Session Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Date	September 27, 2025	October 11, 2025	October 25, 2025	November 8, 2025	November 14, 2025	December 6, 2025	December 13, 2025	January 10, 2026	January 24, 2026	February 7, 2026	February 21, 2026	March 7, 2026	March 14, 2026	April 11, 2026	April 25, 2026	May 9, 2026

Onboarding Training

September 13, 2025 | In-person at Converge Miami

To Apply: Complete the application [here](#)

Priority Deadline: August 1, 2025

Start Date: September 13, 2025

Hiring Manager

The hiring manager for this role is Lauren Bien-Aime, Director of High School and Alumni Programs at Achieve Miami. Please reach out with any questions (lauren@achievemiami.org).

**About Achieve Miami**

Achieve Miami is an education nonprofit committed to expanding opportunities for youth across Miami-Dade County. We believe in the power of literacy, mentorship, wellness, and movement to support whole-child development. Through innovative programs like Achieve Saturdays, we bring students together across schools and communities to learn, grow, and thrive.