

Intern – 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.

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

Program Operations & Logistics

- Accurately record and submit student attendance every Saturday, double-checking for accuracy and completeness.
- Set up and break down program materials (books, name tags, folders, pencils, enrichment supplies, etc.) before and after programming.
- Organize and maintain inventory of supplies; restock and report shortages or broken items to the Site Director.
- Ensure all spaces are cleaned and reset to their original condition at the end.
- Develop and maintain systems and routines that support smooth, efficient daily operations.
- Assist with breakfast and lunch line setup, student management during meals, and transitions to/from the cafeteria.
- Help set up and run special events or field trips, including logistics coordination and supervision.

Student Support & Engagement

- Welcome and check in students and families at arrival, ensuring a warm and professional start to each Saturday.
- Support behavior management using sitewide norms, positive reinforcement, and restorative approaches.
- Help lead or assist in enrichment sessions and activities.
- Contribute to student celebrations, recognitions, and incentives to boost morale and engagement.
- Support safety protocols and emergency procedures, ensuring all students are accounted for and safe.

Team Collaboration & Communication

- Communicate proactively and professionally with the Site Director, fellow staff and volunteers.
- Participate in daily team debriefs to reflect, troubleshoot, and offer suggestions for improvement.
- Join regular planning meetings with the Achieve team..
- Model professionalism, accountability, and a positive attitude in all interactions.

Qualifications

- *Not required but strongly encouraged:* Graduated high school from Miami-Dade County Public Schools
- *Not required but strongly encouraged:* Previous experience with Achieve Miami as a Big Buddy or Intern
- Has reliable transportation to Brentwood Elementary, Caribbean K-8 Center, Frederick Douglass Elementary, Goulds Elementary, or Jesse J. Elementary
- Has demonstrated use of a growth mindset in developing self as a community leader
- Has demonstrated problem solving skills to overcome obstacles
- Goal-oriented
- Strong organizational skills and attention to detail

Time & Compensation

- **Pay Rate:** \$15/hour
- **Program Hours:** 8:30 AM – 1:00 PM
- **Training/Professional Development:** Monthly 1-hr Zoom meetings

2025–2026 Achieve Saturday Program Dates:

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

This role reports to:

- Marcus Torres
 - Manager of Elementary Programming
 - Please reach out with any questions marcus@achievemiami.org or 305-203-3157

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.