

## Site Director – 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 **Site Director** leads programming at their school site, overseeing student recruitment, managing a team of five staff, and building a strong culture that reflects Achieve Miami's commitment to whole-child learning.

### 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

#### Recruitment & Partnerships

- Support student recruitment at your school site through classroom visits, flyers, and morning announcements
- Collaborate with school administrators to coordinate building access and student outreach
- Collaborate with Achieve Recruiters to increase student engagement

#### Program Leadership

- Lead all programming on **16 Saturdays** throughout the school year
- Welcome students and high school volunteers, giving clear morning directions to Big and Little Buddies to ensure a smooth, structured, and engaging day
- Build and maintain a positive, welcoming, and high-energy culture rooted in Achieve Miami's values
- Serve as a **role model** for site team by demonstrating professionalism, flexibility, and a student-centered mindset
- Provide **supportive real-time feedback** to interns and site staff to help them grow in their roles and deliver high-quality programming

## Team & Operations Management

- Manage on-site staff: Big Buddy Coordinator, Interns, Soccer Coach and Security
- Maintain and purchase supplies: books, soccer supplies, pencils, incentives, etc. (budget provided)
- Prepare for programming by reviewing lessons and student activities
- Recruit school site students to attend programming
- Ensure accurate registration and attendance tracking
- Coordinate with Cafeteria Manager and submit nutrition paperwork to the District
- Oversee setup and cleanup of all program spaces
- Manage the program budget and make purchases as needed
- Document incidents or student support needs through reports and Case Notes

## Collaboration & Communication

- Attend monthly planning meetings with the Achieve Miami team
- Serve as the main point of contact for your school's site and represent Achieve Saturdays positively to staff and families
- 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

## **Qualifications**

- *Not required but strongly encouraged:* Current staff member at one of the following schools: Brentwood Elementary, Caribbean K-8 Center, Frederick Douglass Elementary, Goulds Elementary or Jesse J. McCrary Jr. Elementary
- 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:** \$30/hour
- **Hours Per Week:** One hour per week in which programming occurs (for recruitment and preparation)
- **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

This role reports to:

- Dana Rosenberg
  - Director of Summer and Saturdays Programming
- Marcus Torres
  - Manager of Elementary Programming
  - Please reach out with any questions [marcus@achievemiami.org](mailto:marcus@achievemiami.org) or 765-479-0215

## 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.