

Afternoon Operations Intern

Caribbean K-8 Center, Achieve Summer 2026

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 an **Afternoon Operations Intern** to join the Achieve Summer team at Caribbean K-8 Center (Cutler Bay). The Afternoon Operations Intern is present on-site Monday through Friday from 2:45 to 6:00 pm.

Responsibilities

- Assist the Afternoon Site Director in implementing operational systems across the school site, including student dismissal.
- Assist in data collection and maintaining accurate records, including daily Big Buddy attendance.
- Assist in managing our high school volunteers (Big Buddies).
- Assist in communicating daily schedules, updates, and logistics to staff, high school volunteers (Big Buddies), and families.
- Help manage students during transition periods.
- Assist with setup (e.g., projectors, sound systems) for other activities and distribution of afternoon snacks.
- Organize supplies.
- Other responsibilities, as needed.

***Note:** Caribbean K-8 differs from other sites—it includes a middle school class, extended hours, additional enrichments, and literacy intervention.

Who we are Looking For

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

- **Proactive problem-solving and adaptability:** You take initiative to anticipate challenges and develop solutions when challenges arise. You adjust quickly to changing schedules, needs, or challenges in a fast-paced Summer environment.
- **Organizational skills:** You thrive on planning and staying organized. You stay on top of your to-do list and can manage your workload effectively.
- **Growth Mindset:** You are open to feedback and eager to improve and get better. You feel comfortable experimenting with different strategies and adjusting your approach based on ongoing reflection and feedback.

- **Collaboration and Communication:** You have strong interpersonal and communication skills, enabling you to effectively communicate information and build positive and productive relationships with colleagues and students.
- **Patience:** Keeping calm and cool in stressful situations, especially when working with young students.
- **Positive Attitude:** You bring a positive outlook to the program, helping to maintain morale and setting a strong example for students.

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)

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 30	9:30 am – 12:30 pm	In-person at Converge Miami	Summer Staff Retreat
June 8	8:00 am – 3:30 pm	At Summer School Site	Site Prep Day
June 9–July 17, 2026 (Except June 19th–holiday)	2:45 pm – 6:00 pm	At Summer School Site	Summer Program

Compensation

\$17/hour

Apply

Complete this [[APPLICATION](#)] by **February 9, 2026**.

Hiring Manager

This role reports to the Achieve Summer Afternoon Site Director at the designated school site. The hiring manager for this role is Dana Rosenberg, Director of SPARK 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.