

Operations & Kindergarten Interns, 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 Operations & Kindergarten Interns to support our Achieve Summer program at Miami-Dade County public schools.

Our Achieve Summer program runs at four sites:

- Caribbean K-8 Center (Cutler Bay)*
- Lake Stevens Elementary (Miami Gardens)
- Riverside Elementary (Downtown)
- Potential Fourth Site TBD

Operations and Kindergarten Interns play an essential role in ensuring a smooth and joyful summer experience for students and staff. Operations Interns will support site management, logistics, attendance tracking, and daily coordination to help our program run efficiently. Kindergarten Interns will assist kindergarten teachers in creating nurturing, engaging learning environments for our youngest students, using Montessori-style instruction. All interns will work closely with site leaders and coaches, building professional skills in communication, organization, and teamwork while gaining hands-on experience.

Job Responsibilities

The Operations Intern is responsible for:

- Assist the Site Director and Operations Manager in implementing operational systems across the school site.
- Assist in data collection and maintaining accurate records, including daily attendance, field trip forms and other forms of evaluation.
- Assist in managing our high school volunteers (Big Buddies).
- Serve as a chaperone for off-site field trips, assisting with logistics.
- Collaborate with the site leadership team to plan on-site Friday events, including Field Day, Achieve's Got Talent, and Showcase Day.
- Assist in communicating daily schedules, updates, and logistics to staff, high school volunteers (Big Buddies), and families.
- Help manage students during lunch, recess, and transition periods.
- Assist with setup (e.g., projectors, sound systems) for lunch and other activities.
- Organize supplies.
- Other responsibilities, as needed.

The Kindergarten Intern is responsible for:

- Assisting Kindergarten Teacher(s) in preparing materials and 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.
- 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.

***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 Operations or Kindergarten 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

- Experience using Google Workspace tools—especially Google Docs, Google Drive, and Google Meet (preferred)
- Volunteered as an Achieve Miami Big Buddy (preferred)
- Completed the Achieve Scholars program (preferred)

Time Commitment + Key Dates

This role includes paid training, retreats, and program dates. Attendance is **required** for all dates below up to the summer programming, as well as the program dates themselves.

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)	8:00 am - 3:30 pm	At Summer School Site	Summer Program

Compensation

\$17 per hour

Apply

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

Hiring Manager

This role reports to the Achieve Summer 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](https://www.achievemiami.org).