

Big Buddy Coordinator – Achieve SPARK

Job Description

Program Overview

Achieve SPARK 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 literacy, 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 a nutritious breakfast and lunch.

Achieve SPARK School Sites

- Arcola Lake (Little River)
- Brentwood Elementary (Miami Gardens)
- Caribbean K-8 Center (South Miami Heights)
- Goulds Elementary (Cutler Bay)
- Riverside Elementary (Little Havana)

Role Overview

The **Big Buddy Coordinator** leads the development and support of Achieve SPARK's high school Big Buddy volunteers, creating a positive culture where students build mentoring skills, strengthen relationships with Little Buddies, and grow as ambassadors for Achieve Miami's mission.

Responsibilities

Recruitment & Partnerships

- Lead Big Buddy recruitment at your school site (if applicable) through SMS platforms, flyers, and word of mouth
- Recruit, retain, and re-engage Big Buddies throughout the school year using relationship-building and consistent communication
- Promote leadership opportunities, service initiatives, and long-term engagement among returning Big Buddies
- Collaborate with Achieve Recruiter to increase student participation

Program Leadership

- Create a welcoming, safe, and fun space for all attending
- Conduct engaging morning meetings that incorporate training presentations for Big Buddies to understand their role and to have positive interactions with Little Buddies

- Teach and model best practices for reading together, leading activities, and supporting younger students
- Conduct debrief meetings with high school students at the end of Achieve SPARK sessions to understand what went well and what needs to be improved for next time
- Foster student leadership by recognizing exemplary volunteers and encouraging growth throughout the school year
- Provide ongoing coaching, recognition, and constructive feedback to Big Buddies to strengthen their leadership, mentoring skills, and overall impact on Little Buddies throughout the program year
- Supervise high school students to ensure they are on task or step in if needed to redirect behavior
- Support implementation of daily rotations and Big Buddy initiatives in collaboration with the High School team
- Support the matching process of Big Buddies and Little Buddies, helping create meaningful mentoring relationships and making adjustments as needed throughout the program day

Operations Management

- Ensure all needed materials are ready before 8:45 AM at each Achieve SPARK programming date (Big Buddy presentation, name tags, attendance sign-in sheets, snacks, t-shirts)
- Update weekly Big Buddy presentations, incorporating new ice-breakers

Attendance & Documentation

- Understand all components of the Big Buddy registration/attendance process
- Ensure attendance is completed for Big Buddies at the end of each SPARK session, double-checking for accuracy, completeness, and unregistered students
- Ensure all Little Buddies are registered by the start of and at the end of each SPARK session
- Sign community service verification forms for Big Buddy volunteers (as needed)
- Document incidents or student support needs through Incident Reports and Case Notes

Collaboration & Communication

- Attend monthly planning meetings with the Achieve Miami team
- Collaborate closely with the Site Director to ensure seamless implementation of programming and a consistent student experience
- Proactively communicate with your direct supervisor about any program updates, student or staff concerns, or site needs
- Seek, receive, and implement feedback to continuously strengthen volunteer development, mentoring practices, and the overall Big Buddy experience

- Represent Achieve SPARK positively to staff and families

Qualifications

Required

- Valid Driver's License
- MDCPS and DCF Background Clearance
- CPR/First Aid Certification
- Background check required
- 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

Strongly Preferred

- Current staff member at a high school in Miami-Dade County
- Previous experience with Achieve Miami
- Bilingual (English/Spanish or English/Creole)
- Experience working in schools, nonprofits, or youth programs
- Interest in growing within the education or nonprofit field

Time Commitment & Compensation

- **Pay Rate:** \$25/hour
- **Program Hours:** 8:00 AM – 1:00 PM (16 Saturdays at 5 hours)
- **Preparation Hours:** One hour per week in which programming occurs (for preparation)
- **Team Meeting Hours:** Two hours per month for program preparation and updates (virtual)

Required Program Commitment Dates

This role includes paid training, retreats, and program dates. Attendance is **required** for all dates below. Please review session dates before applying for this position. We are looking for someone who can be present on each of these Saturdays and participate in the onboarding training before the start of Achieve SPARK and during the school year.

Date	Time	Location	Event
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September 12	9:30 AM – 2:30 PM	Converge Miami	Achieve SPARK Kickoff Retreat
September 26	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #1
October 10	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #2
October 24	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #3
November 7	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #4
November 14	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #5
December 5	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #6
December 12	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #7
January 9	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #8
January 23	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #9
February 6	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #10
February 20	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #11
March 6	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #12

March 13	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #13
April 3	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #14
April 17	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #15
May 8	8:00 AM – 1:00 PM	At SPARK School Site	Achieve SPARK Session #16
May 12	6:00 PM – 7:00 PM	Virtual	End-of-Year Debrief

Apply

Complete [this application](#) by July 31st.

Hiring Manager

The hiring manager and supervisor for this role is Samantha Bloomfield, Senior Program Manager at Achieve Miami. Please reach out with any questions (samantha@achievemiami.org or 516-509-6532).

About Achieve Miami

At Achieve Miami, we believe in the potential of every child. Together with partners from public and private schools, Achieve Miami designs and manages programs that extend learning opportunities for students, teachers, and educators through programs like Achieve SPARK, Achieve Summer, Achieve Scholars, Achieve Club, Achieve Alumni, and Achieve Music.