

Intern – 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 **Intern** supports all aspects of Achieve SPARK programming by helping deliver safe, organized, and engaging experiences that foster student success while ensuring daily operations run smoothly.

Responsibilities

Program Operations & Logistics

- Accurately record and submit student attendance every Saturday, double-checking for accuracy, completeness, and unregistered students
- 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
- Assist with matching Big Buddies and Little Buddies, supporting transitions, monitoring partnerships, and helping ensure every student has a positive mentoring experience throughout the program day
- Support daily SPARK rotations as assigned and needed

Student Support & Documentation

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

Attendance & Documentation

- Understand all components of the Big/Little Buddy registration/attendance process
- Document incidents or student support needs through Incident Reports and Case Notes

Collaboration & Communication

- Communicate proactively and professionally with Site Director and fellow staff members
- Participate in daily team debriefs to reflect, troubleshoot, and offer suggestions for improvement
- Seek, receive, and implement feedback to strengthen performance continuously, contribute to team success, and grow as an education professional
- Model professionalism, accountability, and a positive attitude in all interactions

Qualifications

Required

- Valid Driver's License
- MDCPS and DCF Background Clearance
- CPR/First Aid Certification
- Background check required
- Has reliable transportation to one of the following SPARK school sites: Arcola Lake Elementary, Brentwood Elementary, Caribbean K-8 Center, Goulds Elementary, or Riverside Elementary
- Has demonstrated use of a growth mindset
- Has demonstrated problem-solving skills to overcome obstacles
- Goal-oriented
- Strong organizational skills and attention to detail

Strongly Preferred

- Graduated from Miami-Dade County Public Schools
- Previous experience with Achieve Miami as a Big Buddy or Intern

- 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:** \$17/hour
- **Program Hours:** 8:00 AM – 1:00 PM (16 Saturdays at 5 hours)

Required Program Commitment Dates

This role includes paid 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
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

This role reports to Marcus Torres, Director of SPARK Programs at Achieve Miami. Please reach out with any questions (marcus@achievemiami.org or 305-203-3157).

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.