

Site Director – 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 **Site Director** leads all aspects of Achieve SPARK programming at their school site, cultivating a safe, inclusive, and high-energy environment where students, volunteers, and staff thrive while advancing Achieve Miami's commitment to whole-child development through exceptional leadership, strong partnerships, and high-quality programming.

Responsibilities

Recruitment & Partnerships

- Support student recruitment at your school site through classroom visits, passing out flyers, and morning announcements
- Collaborate with school administrators to coordinate building access during Saturdays and student outreach
- Coordinate with school administrators to obtain student reading level data and ensure Little Buddies are grouped in reading rotations that support their individual learning needs
- Collaborate with Achieve Recruiter to increase student participation
- Conduct proactive parent outreach regarding registration and participation

Program Leadership

- Lead all SPARK programming on 16 Saturdays throughout the school year
- Ensure consistent implementation of Achieve SPARK routines, expectations, and program quality standards across all areas of programming

- Prepare weekly morning meeting agendas, review presentations, and program updates
- Welcome students and high school volunteers, giving clear morning directions to Big and Little Buddies to ensure a smooth, structured, and engaging day
- Oversee and support the matching process of Big Buddies and Little Buddies, ensuring meaningful mentoring relationships and addressing adjustments throughout the program day
- Build and maintain a positive, welcoming, and high-energy culture rooted in Achieve Miami's values
- Serve as a role model for the site team by demonstrating professionalism, flexibility, and a student-centered mindset

Operations Management

- Manage on-site staff: Big Buddy Coordinator, Interns, Soccer Coach, and Security
- Maintain supplies: books, soccer supplies, pencils, incentives, etc and inform Achieve staff when more are needed
- Ensure healthy snacks are delivered and ready to be distributed at the start of each session
- Monitor attendance, recruitment, and participation data to improve student engagement
- Coordinate with Cafeteria Manager and submit nutrition paperwork to the District after each Achieve SPARK session
- Oversee setup and cleanup of all program spaces
- Document incidents or student support needs through Incident Reports and Case Notes

Attendance & Documentation

- Understand all components of the Little Buddy registration/attendance process
- Ensure attendance is completed for Little Buddies at the end of each Saturday 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
- Monitor Little Buddy participation and attendance trends to support retention and consistent engagement throughout the year
- Document incidents or student support needs through Incident 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 site and represent Achieve SPARK positively to staff and families
- Proactively communicate with your direct supervisor about any program updates, student or staff concerns, or site needs
- Provide supportive real-time feedback to interns and site staff to help them grow in their roles and deliver high-quality programming
- Seek, receive, and implement feedback to continuously strengthen leadership, program quality, and the overall Achieve SPARK 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
- 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
- Comfortable with leading presentations and engaging with large groups of students
- A proven ability to work across lines of difference with diverse audiences and partners
- Commitment to Achieve Miami's mission of expanding access to high-quality teachers

Strongly Preferred

- Current staff member at one of the following SPARK school sites: Arcola Lake Elementary, Brentwood Elementary, Caribbean K-8 Center, Goulds Elementary, and Riverside Elementary
- 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:** \$30/hour
- **Program Hours:** 8:00 AM – 1:00 PM (16 Saturdays at 5 hours)
- **Recruitment & Preparation Hours:** Two hours per week in which programming occurs (for recruitment and program 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
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.