

Security Guard – Achieve Saturdays

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 **Security Guard** ensures the safety and security of all participants and the school site during Achieve SPARK programming.

Responsibilities

Site Security & Safety

- Monitor entrances and exits to ensure only authorized individuals enter
- Ensure that all students who attend the program are registered
- Respond to any security incidents or emergencies promptly and appropriately
- Maintain a visible presence to deter unauthorized activities and ensure adherence to program rules
- Report any suspicious activity or safety concerns to the Site Director immediately
- Assist with emergency procedures, including evacuations, as directed by the Site Director

Operational Support

- Assist with the setup and cleanup of program spaces as needed
- Support the Site Director with other duties related to safety and site management

Collaboration & Communication

- Collaborate with the Site Director and other on-site staff to ensure smooth program operations

- Communicate effectively with students, volunteers, and staff regarding safety protocols
- Seek, receive, and implement feedback to strengthen performance continuously, contribute to team success, and grow as an education professional
- Maintain a professional and approachable demeanor

Qualifications

Required

- Valid Driver's License
- MDCPS and DCF Background Clearance
- CPR/First Aid Certification
- Background check required
- Proven experience as a security guard or in a similar security role
- Knowledge of security procedures and protocols
- Ability to remain calm and effective in emergency situations
- Strong observational and communication skills
- Reliable and punctual

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)

Time & Compensation

- **Pay Rate:** \$20-\$24/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

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.