JA Company Program (After-School) Volunteer Position Description

JA (Junior Achievement) is an international not-for-profit organization supported by local business and organizations. JA delivers a variety of business, entrepreneurial and life skill programs to students throughout the country at no cost to students or school boards. JA programs provide youth with relevant education, the opportunity to learn about business first hand and contribute to increased self-confidence and self-sufficiency. Volunteers from the business community, service clubs and the public sector facilitate all JA programs.

The JA Company Program provides a first-hand entrepreneurial education experience for secondary school students. By organizing and operating an actual business enterprise, students not only learn how businesses function, they also learn about the structure of the Canadian economic system and the benefits it provides. Students learn to work in teams, make business decisions, assume responsibility and foster an entrepreneurial spirit!

JA Company Program – Volunteer Mentor

Position involves working with:
• JA program staff
• High school students
• A team of other volunteer mentors
• JA Company Program management team

Length of Term/appointment/time commitment:
• 3 hours once a week (after school)
• Program duration is 18 weeks (break for Christmas and exams)
• 3 hour initial training session

Goals of the position:
• Enable students to experience all phases of a business operation
• Help students develop critical thinking, speaking and leadership skills
• Demonstrate the risks and rewards of the free enterprise system
• Foster a positive relationship between our youth and the business community

Essential Responsibilities:
• Attend orientation and training session
• Independent program preparation
• Facilitate the program using JA provided materials
• Be actively involved within the program to ensure maximum benefit
• Constant supervision of students during program hours
• Collect and submit feedback/evaluation forms
• Complete and submit volunteer feedback/evaluation form

Boundaries and Limits of the Position:
• Purchase maximum of one preferred share in your “JA Company” (maximum $20 investment)
• Adherence to JA policies and procedures
Skills/Experience/Qualifications:
- Business background
- Team player
- Leadership skills
- Presentation skills
- Good communication skills
- Coaching skills
- Willingness to allow students to run their own company
- Flexible working style
- Computer knowledge

Personal Traits Needed/Desired:
- Commitment to task
- Punctuality
- Positive role model
- Creativity
- Entrepreneurial Spirit
- Enthusiastic
- Patience
- Enjoy working with young adults

Orientation/Training Available:
- 3 hour initial training session
- JA orientation
- Volunteer Handbook and review of Screening Protocol
- Direction on the facilitation of the program

Screening Measures:
- Volunteer registration form
- Two (2) references
- Police Records Check including a Vulnerable Sector search (required every 3 years)
- Annual Attestation Form required between PRCs
- Original signature on, and adherence to, Volunteer Commitment Agreement