JA Volunteer Program Facilitator (In-Class) 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.

JA programs are delivered by hundreds of dedicated volunteers who bring their professional experiences into the classroom to help students connect program concepts with real-life situations. Volunteers use a mix of hands-on activities, discussions and digital learning to engage students and ensure they retain and use what they learn. With their help, students gain the knowledge and confidence they need to define their personal success and go after their dreams.

Everything we do is funded by the generous businesses, community groups, sponsors and donors, who provide us with the critical funding needed to develop and deliver our programs. With the help of valuable community partners, we are committed to growing JA in every community we serve and increasing our student reach each year.

JA Volunteer Program Facilitator (In-Class)

Position involves working with:
- JA program staff
- Elementary or high school teacher
- Elementary or high school students
- Program delivery partner (optional)

Length of Term/appointment/time commitment:
- Elementary in-class programs: 1 full school day or two half days OR
- High school in-class programs: two 75 minute sessions
- 1 hour program training session
- 2-3 hours program preparation

Goals of the position:
- Enable students to develop financial literacy, work readiness and entrepreneurial skills
- Help students develop critical thinking, speaking and leadership skills
- Engage students in experiential learning opportunities which will allow them to apply program outcomes to real world situations

Essential Responsibilities:
- Attend orientation and training session
- Communicate timely with JA staff via phone or email
- Independent program preparation
- Facilitate the program using JA provided materials
- Be actively involved within the program to ensure maximum benefit
- Complete and submit volunteer feedback/evaluation form

Boundaries and Limits of the Position:
- No financial responsibilities
- No supervisory responsibilities
- Adherence to JA policies and procedures
Skills/Experience/Qualifications:
• Presentation skills
• Good communication skills
• Business background (preferred but not required)

Personal Traits Needed/Desired:
• Commitment to task
• Punctuality
• Positive role model
• Willingness to share relevant experiences
• Enthusiastic
• Patience
• Enjoy working with young adults

Orientation/Training Available:
• 1 hour program training session, available in person or online (program dependent), includes:
  o JA orientation
  o Roles & responsibilities
  o Program delivery overview
• Volunteer Handbook

Support/Supervision/Evaluation:
• JA program staff
• Classroom teacher

Working Conditions:
• Public, separate or private school classroom

Benefits:
• Creates an opportunity for your company/service group to establish community relations
• Builds self-confidence
• Enhances leadership, presentation and facilitation skills
• Educates students about careers in your industry
• Volunteer recognition
• Provides access to networking opportunities
• Makes a difference in the lives of students!

Screening Measures:
• Volunteer registration form
• One (1) references
• Signature on, and adherence to, Volunteer Commitment Agreement and Consent to Release Information