

# VOLUNTEER POSITION DESCRIPTION



Junior Achievement of Southern Alberta (JASA) celebrates five decades of business and finance program delivery to the youth of Southern Alberta. Our mission is to inspire and educate young people to experience free enterprise, understand business and economics and develop entrepreneurial and leadership skills.

Junior Achievement uses experiential learning programs to help young people understand the economics of life. In partnership with business and education, JASA brings the real world of work into classrooms throughout southern Alberta with the help of 1,400 volunteers from the business community. Annually we help open the minds of over 20,000 students in grades 5-12 to their potential and to the future opportunities awaiting them in life.

Junior Achievement is active in over 100 countries and is a recognized leader dedicated to education youth about business, economics and entrepreneurship.

**Title: Program Facilitator, *Business Basics: Our Business World* (Grade 5 & 6)**

## Program Outline

A dynamic program that introduces young students to the free enterprise system, the role of business in their community, and encourages students to explore career options. It is intended to inform students about business and how it operates; to help them understand the responsibilities associated with running a business; and to create an awareness of business opportunities in their community. Teamwork skills are reinforced as the business volunteer guides the students through a series of interactive small group activities and projects over 4 – one hour lessons or 2 – two hour sessions.

## Responsibilities and Activities

- ◆ Prepare and review for class sessions using JA materials provided
- ◆ Teach the *Business Basics* program in four weekly 1-hour or two 2-hour sessions
- ◆ Lead class discussions and involve students in activities
- ◆ Communicate with teacher and JA staff in a timely manner
- ◆ Set up schedule with the contact teacher for school sessions

## Working Conditions

- ◆ Group of up to thirty Grade 5 or 6 students (10 or 11 years old)
- ◆ At a local elementary school
- ◆ During school hours

## Time Commitment

Training session	2.5 hours
Preparation	1.5 hours
<u>2 or 4 classroom sessions</u>	<u>4.0 hours</u>
<b>Total:</b>	<b>8.0 hours</b>

School year: Sept. – June

\*We ask volunteers to commit to 2 programs in a school year if your schedule permits

## Skills, Experience, Qualifications

- ◆ Basic presentation skills
- ◆ Good understanding of basic business concepts
- ◆ Fluent in English

## Personal Traits and Qualities Desired

- ◆ Comfortable speaking in front of a group of students
- ◆ Enjoy working with young children
- ◆ Comfortable sharing your own business and career experiences
- ◆ Punctual and reliable

## Training and Support

- ◆ Training, classroom materials and lesson guide are provided
- ◆ All new volunteers must attend a training session
- ◆ JA staff is available for support

## Benefits

- ◆ Enhance your presentation skills
- ◆ Develop your leadership skills
- ◆ Opportunity to promote your company or industry
- ◆ Improved written and oral communication skills, time management and organizational skills
- ◆ Opportunity to make a difference in the lives of young people

## Boundaries and Limits

All JA Volunteers should uphold the following core values and emphasize their importance to program participants:

- ◆ Integrity - demonstrate honesty and sound ethical behavior in all JA related activities
- ◆ Compliance - follow all laws and regulations
- ◆ Business Conduct - observe JA standards and act ethically in fulfilling JA obligations
- ◆ Mutual Respect – consistently treat individuals with respect and dignity
- ◆ No contact with students outside of the classroom during and after the program

## Screening measures

- ◆ Volunteer Application Form
- ◆ Email Interview, personal follow-up if deemed necessary
- ◆ Signed Volunteer Agreement that includes JA Privacy Policy/Consent to Release Information Form and Volunteer Code of Conduct
- ◆ Program Training

## Supervisor

- ◆ Golubina Markovik, Program Associate
- ◆ Phone: 403-781-7585
- ◆ Email: [gmarkovik@jasouthalberta.org](mailto:gmarkovik@jasouthalberta.org)