



Volunteer Position Description

Title: Advisor – COMPANY PROGRAM

About Junior Achievement:

Junior Achievement (JA) 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.

Purpose

Company Program creates an environment for working professionals to advise students on how to run their own small business and experience the excitement and future career potential in entrepreneurship. It is designed to encourage them to recognize the value of responsible business practices, and increase their awareness of the skills and resources required to operate a business.

Responsibilities / Activities

- Attend all Advisor Orientation Sessions
- Attend 80 to 100 per cent of Advisor Meetings, Executive Meetings, and Company Meetings
- Attend officer training and retrain executives when needed
- Evaluate performance and provide feedback to all Achievers in the company
- Ensure that students are receiving a positive experience by following the program guidelines set out by Junior Achievement of Nova Scotia in the Company Manual, Advisor Manual, and Advisors' Guide
- Work as an integral part of the Advisor Team to present the Company Program curriculum
- Lead discussions and ensure all students are apart of activities
- Participate and assist with aspects of the company as determined by the Advisor Team
- Ensure that all Achievers in the company are aware of notices that are announced in the weekly Communicator
- Ensure that all Achievers are aware of Scholarship and Award opportunities
- Communicate with JANS Staff about the progression of your group or any issues that arise

Working Conditions

- Company Program locations and nights will vary depending on your location. The majority of Company Programs are delivered on Monday or Tuesday evening at the local High School, Community Centre or Community College.

- Duration of weekly meetings is 2 ½ hours
- Company Program is offered to high school students in grades 10, 11 and 12. JANS occasionally will accept a student from grade 9 depending on the size and location of the group.
- The size of your group will depend on location and student interest. JANS anticipates a maximum of 25 students in the majority of groups.

Time commitment

A Company Program Advisor is expected to commit approximately 150 hours of their time to Junior Achievement from October to May.

Approximate Time Breakdowns:

Advisor Orientation Sessions – 8 Hours

Two sessions will be held throughout the duration of the Company Program. One session in October will be spent orientating advisors to the Company Program. A two hour session in February will be on the liquidation process, awards and scholarships.

Advisor Team Meetings – 8 Hours

45 minutes prior to the company's weekly meeting the Advisor Team will meet for 15 minutes to prepare for that meeting and to discuss any issues that arise.

Executive Meeting – 9 Hours

One half hour prior to the company's weekly meeting Advisors and Executives meet to plan the agenda for the meeting, review the company's position, and discuss any issues that arise.

Company Meeting- 36 Hours

The company meets weekly for two hours during the 22 week program to do business including production, marketing plans, and finances.

Trade Fairs – 8 Hours

Periodically Junior Achievement arranges one or two selling opportunities for JA Companies. These are typically held on Saturdays in one of four locations. One advisor from each company must be present at all times during Trade Fairs.

Overtime Meetings -9 Hours

From time to time JA Company's find themselves in a position where there are more tasks to complete than is possible during the weekly meeting. In this case overtime is put in. At least 2 Advisors must be present each time the company meets.

Workshops and Biz Busters – 10 hours

Throughout the Company Program JA provides training opportunities for students to participate in. These opportunities often prove to be beneficial for advisors to attend as well.

Miscellaneous – 18 Hours

Every week during the Company Program there seems to be tasks that Advisors take on outside of their typical duties. This may include

purchasing raw materials, banking, or trouble shooting among advisors. This is where your flexibility comes into play!

Annual Awards and Recognition Gala – 3 Hours

Every year JA likes to recognize the accomplishments of Achievers and Volunteers by holding a recognition gala in April, which all Company Program Advisors are invited to attend.

Skills, experience and qualifications

- Experience and interest in management, finance, marketing, production, IT, or human resources
- Business background
- Coaching experience
- Experience working in a team environment
- Good communication skills
- Excellent organizational skills
- Leadership skills
- Experience/comfortable giving presentations
- High level of comfort working and interacting with high school students
- Keen interest in motivating students
- Ability to give positive yet constructive feedback
- Ability to treat students as equals
- Ability to be flexible
- Ability to delegate tasks

Personal traits, qualities desired

- Punctual
- Creative
- Patience
- Dedication to tasks – follow the agenda
- Willingness to share relevant personal career experiences
- Good time management
- Willingness to allow students to run their own company
- Organized
- Good communication skills – able to explain/teach new concepts
- Positive role model

Orientation / training and support

- Company Program orientation and training is available for all new and returning volunteers.
- Please see above for details on training and orientation time commitment
- During training all program materials, program guides and support tools will be distributed and reviewed

Benefits

- Make a difference in the life of a student!
 - Build their self-confidence
 - Encourage them to explore career opportunities
 - Develop their leadership, presentation and facilitation skills
- Creates an opportunity to establish favourable community relations
- Provides access to extensive networking opportunities

Screening measures

- Volunteer recognition
- Volunteer registration form online
- Interview
- 2 Professional references
- JANS volunteer agreement
- Police Record Check
- Annual Attestation form
- Orientation and training

Boundaries and Limits

- No financial responsibilities
- Adherence to JANS policies and procedures as outlined in the Volunteer Code of Conduct

Supervisor, Evaluation and Success measures

- Program Manager for region where you volunteer
- year end evaluations
- student feedback
- Student quizzes help to determine success as it's based on the educational experience.

PROGRAM MANAGERS:

Contact the JA Office for the appropriate Program Manager.

Phone: (902) 454-4564

Fax: (902) 454-4514

Date position developed: _____

Date approved: _____

Signature: _____

Reviewed and revised date: _____

Signature: _____