

## 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 Advisor, *Company Program – A Student Venture (After-School)***

### Purpose of the Position

Coach students to run their own business and experience the excitement and future career potential in entrepreneurship. Encourage them to recognize the value of responsible business practices, and increase their awareness of the skills and resources required to operate a business. Guided by a team of volunteer business consultants, these young entrepreneurs gain practical, first-hand experience running their own REAL business. The students form a company, raise start-up capital, elect company management, produce and market a product or service, and then go on to liquidate their business at the end of the 16 week program. To deliver the program through the material provided by Junior Achievement.

### Responsibilities and Activities

- ◆ Work with volunteer partners to present the *Company Program* curriculum
- ◆ Four to five business volunteers are assigned to each group of 15 – 20 students.
- ◆ Working in a facilitation role, the volunteers help guide students through the various decision making processes they encounter while running their own company.
- ◆ Volunteers share their expertise and experiences with the students while helping deliver the material that Junior Achievement has provided
- ◆ Lead class discussions and involve students in activities
- ◆ Make a minimum of 10 visits over the program's duration
- ◆ Prepare for visits with your volunteer partners
- ◆ Facilitate 16 weekly sessions (typically 3 hours each in duration, one evening per week)
- ◆ Bring practical business expertise to the program to reinforce the theories being demonstrated
- ◆ Help the students to understand objectives, create strategies, think critically and make interesting presentations

- ◆ Help teach the students about teamwork and the free enterprise system while allowing them to develop skills they will use in their personal and business lives
- ◆ Communicate with teacher, volunteer partners and JA staff in a timely manner

## Working Conditions

- ◆ Group of up to twenty-five Grade 9 to 12 students
- ◆ At a local high school, or a company/community centre
- ◆ Evenings 6 pm to 9 pm once per week for 16 weeks
- ◆ Must arrange own transportation required to and from venue

## Time Commitment

Training session	4.0 hours
Preparation	1.0 hour minimum per week
16 visits (3 hours each)	54.0 hours
<u>Celebration of Achievement Event</u>	<u>2.0 hours</u>
<b>Total:</b>	<b>70.00 hours</b>

School year: Oct. – March

## Skills, Experience, Qualifications

- ◆ Basic presentation skills
- ◆ Good understanding of business management concepts – experience in small business an asset
- ◆ A clean police record check
- ◆ Fluent in English

## Personal Traits and Qualities Desired

- ◆ Comfortable speaking in front of a group of students
- ◆ Enjoy working with youth
- ◆ Flexible and creative, with a sense of humour
- ◆ Comfortable sharing your own business and career experiences
- ◆ Able to work well in a team setting
- ◆ Punctual and reliable
- ◆ Able to commit to attending most evening meetings

## Training Support

- ◆ Training, classroom materials and lesson guide are provided
- ◆ JASA staff member always reachable by telephone on meeting nights
- ◆ Support and encouragement provided by JASA staff

## Benefits

- ◆ Enhance your presentation skills
- ◆ Develop your leadership skills

- ◆ Network with other business volunteers
- ◆ Opportunity to promote your company or industry
- ◆ Chance to encourage students to make a career decision to enter into the world of business

## Boundaries and Limits

- ◆ Volunteers **must** refrain from contacting students outside the context of the JA program
- ◆ Volunteers **must** refrain from transporting students

## Screening Measures

- ◆ Volunteer Application Form
- ◆ Email Interview, with personal follow-up if deemed necessary
- ◆ Signed Volunteer Agreement that includes JA Volunteer Code of Conduct & Consent to Release form
- ◆ Program Orientation & Training
- ◆ Annual Police Records check is required for new volunteers only. Attestation form required for returning volunteers only.

## Supervisor

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