

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 (In-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.

Student Venture is a 10-12 week program designed to give grade 9 to 12 students an opportunity to set up and operate a classroom-based business enterprise.

Guided by their teacher, these future business leaders gain practical first hand experience on how to operate a business by raising capital, electing officers, producing and marketing a product or service and liquidating their company. A volunteer from the business community works with the students to provide guidance and leadership throughout the duration of their classroom business, from startup to liquidation. Ideally the volunteers will share their expertise and experience with the students while helping to deliver the program through the material provided by Junior Achievement.

Responsibilities and Activities

- ◆ Correspond with teacher to organize and book school visits
- ◆ Lead class discussions and involve students in activities using supplied Company Program material
- ◆ Make four to six visits over the program's duration
- ◆ Prepare for visits independently
- ◆ Communicate with teacher and JA staff in a timely manner

Working Conditions

- ◆ Group of up to thirty Grade 9 to 12 students
- ◆ At a local high school classroom

Time Commitment

Training session	3.00 hours
Preparation	1.00 hour minimum per classroom visit
6 visits (1 hour each)	6.00 hours
Total:	15.00 hours

School year: Oct. – mid March. Sessions are according to class and teacher schedules.

Skills, Experience, Qualifications

- ◆ Good presentation skills
- ◆ Solid understanding of business management concepts – experience in small business an asset
- ◆ Fluent in English (French is an asset)

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 work and business experiences
- ◆ Able to work well in a team setting
- ◆ Punctual and reliable

Orientation, Training, and Support

- ◆ Training, classroom materials and lesson guide are provided

Benefits

- ◆ Enhance your presentation skills
- ◆ Develop your leadership skills
- ◆ Opportunity to promote your company or industry

Boundaries and Limits

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

Screening Measures

- ◆ Volunteer Information Form
- ◆ Email Interview
- ◆ Signed Volunteer Agreement that includes JA Volunteer Code of Conduct & Screening Protocol
- ◆ 2 Professional references
- ◆ Program Orientation & Training
- ◆ Annual Police Records check is required

Supervisor

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