

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, *Dollars with Sense*

Program Outline

The Dollars with Sense program enhances personal money management skills and challenges students to begin applying these concepts now. This interactive, half-day program helps youth examine the link between proactive financial planning and achieving future goals. Students are encouraged to develop their financial literacy skills necessary to set goals and make informed decisions about their financial future. Students also learn about spending and investing wisely, budgeting, advertising and marketing.

Responsibilities and Activities

Work with a volunteer partner to facilitate the program in a half-day session.

Volunteer business consultants will assist the students to:

- ◆ Understand relationship between money and careers
- ◆ Learn about money as a means of exchange
- ◆ Understand the differences between various investments
- ◆ Learn about budgeting
- ◆ Develop an understanding of marketing and various advertising strategies
- ◆ Lead class discussions and involve students in activities
- ◆ Work independently or with volunteer partner to prepare for session
- ◆ Communicate with volunteer partner and JA staff in a timely manner

Working Conditions

- ◆ Group of up to thirty Grade 7 or 8 students
- ◆ In a local school classroom
- ◆ During school hours

Time Commitment

Training session	2.00 hours
Preparation	2.5 hours
<u>½ day visit</u>	<u>4.0 hours</u>
Total:	8.5 hours

School year: Sept. – June.

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

Skills, Experience, Qualifications

- ◆ Good presentation skills
- ◆ Business or financial service background and asset
- ◆ Good understanding of financial and banking concepts

Personal Traits and Qualities Desired

- ◆ Comfortable speaking in front of a group of students
- ◆ Able to creatively engage/involve teenagers
- ◆ Comfortable talking about money and financial habits
- ◆ Comfortable sharing your own business and career experiences
- ◆ Able to co-facilitate with a volunteer partner
- ◆ Punctual and reliable
- ◆ Flexible, patient and understanding
- ◆ Commitment to the goals of Junior Achievement

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
- ◆ Increased self confidence
- ◆ Improved written and oral communication, time management and organizational skills
- ◆ Network with other business volunteers
- ◆ Opportunity to promote your company or industry
- ◆ Opportunity to make a difference in the life of a young person

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 Volunteer Code of Conduct & Screening Protocol
- ◆ Program Training

Supervisors

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