



## Volunteer Position Description

### Title: Consultant – ESIS: Economics for Success

#### 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

Economics for Success is a one-day, highly interactive program specifically designed to help students develop a positive attitude towards education, while recognizing the financial costs of living on their own. Students explore the concepts of success, independence, career opportunities and the importance of education in preparing for the future. With the help of volunteers trained by Junior Achievement, students learn the importance of building a solid educational foundation that ensures their future successes.

#### Responsibilities / Activities Working with:

- Grade 9 students
  - School EFS coordinator
  - Grade 9 classroom teacher
  - JA Program Staff
  - Attend orientation and training session
  - Communicate with school and JA
  - Independent program preparation – including discussing EFS material and delivery with partner
  - Facilitate the program using JA provided materials
  - School classroom
  - Work with Grade 9 students and teacher
  - Communicate with JA Program Manager in your area
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| Training session                       | 3.0 hours        |
| Preparation                            | 2.0 hours        |
| <u>Half day in classroom (morning)</u> | <u>4.0 hours</u> |
| <b>• Total:</b>                        | <b>9.0 hours</b> |

#### Working conditions

#### Time commitment

#### Skills, experience and qualifications

#### Personal traits, qualities desired

- Strong presentation skills
- Good communication skills
- Good understanding of career planning and budgeting
- Volunteer and or work experience in a business setting
- Commitment to task
- Punctuality and reliable
- Willingness to share relevant experiences

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| <b>Orientation / training and support</b>          | <ul style="list-style-type: none"> <li>• Positive role model</li> <li>• Sense of humour</li> <li>• Comfortable speaking in front of a group of students</li> <li>• Able to creatively engage/involve students in activities</li> <li>• Able to co-facilitate with a volunteer partner</li> <li>• Training session (2-3 hours... mandatory for first time volunteers; optional for returning volunteers)</li> <li>• JA orientation</li> <li>• Volunteer Handbook - Review of Volunteer Policies and Procedures</li> <li>• Direction on the facilitation of the program</li> <li>• Review all EFS materials and program guide</li> </ul> |
| <b>Benefits</b>                                    | <ul style="list-style-type: none"> <li>• Communication of days events and those leading up to event</li> <li>• Encourage adolescents during a crucial time of their life</li> <li>• Help develop their leadership, presentation and facilitation skills</li> <li>• Educate them on your career in your industry sector</li> <li>• Build their self-confidence</li> <li>• Create an opportunity for your company/service group to establish favourable community relations</li> <li>• Provides access to extensive networking opportunities</li> </ul>  |
| <b>Screening measures</b>                          | <ul style="list-style-type: none"> <li>• Volunteer registration form online</li> <li>• Interview</li> <li>• 1 Professional references</li> <li>• Signed Volunteer agreement</li> <li>• Volunteer conduct standards</li> <li>• Orientation and training</li> </ul>  |
| <b>Boundaries and Limits</b>                       | <ul style="list-style-type: none"> <li>• No financial responsibilities</li> <li>• No supervisory responsibilities</li> <li>• Adherence to JANS policies and procedures as outline in the Program Volunteer Code of Conduct</li> </ul>  |
| <b>Supervisor, Evaluation and Success measures</b> | <p><b>Supervisors</b></p> <ul style="list-style-type: none"> <li>• JA Program Staff</li> <li>• EFS school coordinator</li> </ul> <p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• <b>All EFS volunteers are required to complete and return a volunteer feedback form before leaving the school on event day – see your coordinator for forms</b></li> </ul> <p><b>Success Measures</b></p> <ul style="list-style-type: none"> <li>• Student and teacher feedback forms determine the success of the days events</li> <li>• Survey results are compiled to depict how students responded to the event</li> </ul>      |

**PROGRAM MANAGERS:**  
Contact the JA Office for the appropriate Program Manager.  
Phone: (902) 454-4564  
Fax: (902) 454-4514

Date position developed: \_\_\_\_\_

Date approved: \_\_\_\_\_

Reviewed and revised date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_