

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, *Economics for Success*

Purpose of the Position

Encourage students to consider the advantages of remaining in school until they have acquired the knowledge, skills and attitude to be successful in today's marketplace, as well as to reflect on the personal and economic benefits of education and lifelong learning. The Economics of Success (ESIS) is a half-day day program in-school or full day at Mount Royal College, featuring a series of four classroom lessons.

Volunteer business consultants will assist the students to:

- ◆ Describe the value of a high school education
- ◆ Identify elements of personal success
- ◆ Determine the economic consequences of dropping out of school
- ◆ Prepare a personal budget

Responsibilities and Activities

- ◆ Work with a volunteer partner to teach the *Economics of Success* program in one half-day visit
- ◆ Lead class discussions and involve students in activities
- ◆ Independently prepare for visits
- ◆ Facilitation of program materials
- ◆ Bring practical and personal business expertise to the students
- ◆ Help students develop confidence, leadership and critical thinking skills
- ◆ Communicate with volunteer partner and JA staff in a timely manner

Working Conditions

- ◆ Group of up to thirty Grade 9 students (14 or 15 years old)
- ◆ At a local middle or high school
- ◆ During school hours with students and a teacher
- ◆ Your own transportation is needed to and from the school

Time Commitment

Training session	2.5 hours
Preparation	2.5 hours
<u>½ to full day visit</u>	<u>8.0 hours</u>
Total:	13 hours

School year: Sept. – June

*We ask volunteers to commit to at least 2 programs in a school year

Skills, Experience, Qualifications

- ◆ Good presentation skills
- ◆ Business or financial services background an asset
- ◆ Good understanding of career planning and budgeting concepts
- ◆ Volunteer and/or work experience in a business setting
- ◆ Good organizational skills
- ◆ Fluent in English

Personal Traits and Qualities Desired

- ◆ Comfortable speaking in front of a group of students
- ◆ Able to creatively engage, communicate and involve teenagers
- ◆ 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 Support

- ◆ All new volunteers must attend a training session
- ◆ Training, classroom materials and lesson guide are provided
- ◆ JASA staff is available for support

Benefits

- ◆ Enhance your presentation skills
- ◆ Develop your leadership skills
- ◆ Network with other business volunteers
- ◆ Opportunity to promote your company or industry
- ◆ Improved written and oral communication skills, time management and organizational skills
- ◆ Opportunity to make a difference in the lives of young people

Boundaries and Limits

All JA Volunteers should uphold the following core values and emphasize their importance in 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

- ◆ Volunteer Application Form
- ◆ Email Interview, personal follow-up if deemed necessary
- ◆ Signed Volunteer Agreement that includes JA Privacy Policy/Consent to Release Information Form and Volunteer Code of Conduct
- ◆ Program Training

Supervisor

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