

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, *Investment Strategies Program*

Purpose of the Position

ISP is an online learning opportunity, consisting of in-class activities and an online stock market simulation. Volunteers coach students in an online stock market simulation (www.investja.org), helping them explore investing in a fun and safe environment. By sharing your experiences and insights into finance, students will gain insight into the stock market topics. JA supplies all learning materials to discuss topics like “what is the stock market”, “types of securities”, “investor profiles”, and “investing wisely”. The materials are fun and very interactive! Students participate in a six week on line simulation once the classroom visits are complete.

Responsibilities and Activities

- ◆ Facilitate the Investment Strategies Program in four to five weekly 1-hour visits
- ◆ Lead class discussions and involve students in activities
- ◆ Correspond with teacher to organize and book school visits
- ◆ Communicate with JA staff in a timely manner

Working Conditions

- ◆ Group of up to thirty Grade 8 or 9 students
- ◆ At a local school in the classroom with a teacher present at all times
- ◆ During school hours; volunteer will arrange visits according to class and teacher schedules

Time Commitment

Training session	4.0	hours
Preparation	4.0	hours
<u>5 classroom visits (1 hour each)</u>	<u>5.0</u>	<u>hours</u>
Total:	13.0	hours

School semesters: Oct. – Dec., Feb. – May

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

Skills, Experience, Qualifications

- ◆ Solid understanding of basic investment vehicles (stock market, mutual funds)
- ◆ Good presentation skills
- ◆ Able to creatively engage/involve students
- ◆ Good computer and internet skills
- ◆ Flexible schedule to accommodate weekly school visits
- ◆ Fluent in English

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
- ◆ Punctual and reliable

Training Support

- ◆ Volunteers must attend the three hour training prior to delivery of the program
- ◆ 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

- ◆ 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 Consent to Release and Volunteer Code of Conduct
- ◆ Program Training

Supervisor

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