



Volunteer Position Description

Title: Program Advisor, JA Titan Business Game

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

As the Program Advisor for the **JA Titan Business Game** you will coach students through an interactive web-based business simulation, where they manage a manufacturing company and make executive decisions affecting price, production, marketing, capital investment and research & development. Help students experience the excitement and future career potential in entrepreneurship.

Responsibilities / Activities

- Work with teacher and/or volunteer partners to teach the *JA Titan Business Game*
- Lead class discussions and involve students in activities
- Set up the *JA Titan Business Game* and market conditions; practice the game
- Make six 1- or 2-hour visits over the program’s duration
- Prepare for visits independently or with volunteer partners
- Communicate with teacher, volunteer partners and JA staff in a timely manner

Working conditions

- Group of up to thirty Grade 11 or 12 business students (16-18 years old), or with a team of 8 students
- At a local high school; may include participation in Business Challenge competitions
- During school hours; volunteer will make visits according to class schedules

Time commitment

Training session	2.0 hours
Preparation	2.0 hours
<u>6 classroom visits (1 hours each)</u>	<u>6.0 hours</u>
Total:	10.0 hours

Skills, experience and qualifications

- Good presentation skills
- Good understanding of business management concepts – familiarity with finances, accounting or financial reports an asset
- Good computer and internet skills
- Fluent in English
- Business consulting an asset

Personal traits, qualities desired

- Comfortable speaking in front of a group of students
- Able to creatively engage/involve students

Orientation / training and support

Benefits

Screening measures

Boundaries and Limits

Supervisor, Evaluation and Success measures

- Able to co-facilitate with a volunteer partner
- Flexible and creative, with a sense of humour
- Comfortable sharing your own business and career experiences
- Punctual and reliable
- Training, classroom materials and lesson guide are provided
- Regional Program Manager available for support
- Enhance your presentation skills
- Develop your leadership skills
- Opportunity to promote your company or industry
- Volunteer registration form online
- Interview
- Professional references
- Signed JANS volunteer agreement – including code of conduct form
- Volunteers should refrain from contact with students outside the context of the JA program
- All policies and procedures listed in the code of conduct
- JA Program Staff and classroom teacher

PROGRAM MANAGERS:

Contact the JA Office for the appropriate Program Manager.

Phone: (902) 454-4564

Fax: (902) 454-4514

Date position developed: _____

Date approved: _____

Signature: _____

Reviewed and revised date: _____

Signature: _____