



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, JA Titan Business Game

Purpose of the Position

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 and 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

Working Conditions

- Group of thirty grade 11 or 12 business students (16-18 years old)
- 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	4.0 hours
6 classroom visits (2 hours each)	12.0 hours
Total:	18 hours

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

Skills, Experience, 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

Personal Traits and Qualities Desired

- Comfortable speaking in front of a group of students
- Able to creatively engage/involve students
- Able to co-facilitate with a volunteer partner
- Flexible and creative, with a sense of humor
- Comfortable sharing your own business and career experiences
- Punctual and reliable

Training Support

- ◆ 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

Volunteers should refrain from contact with students outside the context of the JA program

Screening

- ◆ Volunteer Application Form
- ◆ Email Interview, personal follow-up if deemed necessary
- ◆ Signed Volunteer Agreement
- ◆ Program Training

Supervisor

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