



## Capstone Program Associate

<b>DEPARTMENT</b>	Education
<b>JOB TYPE</b>	School year only, Part-time, \$20 an hour
<b>REPORTS TO</b>	Capstone Director
<b>LOCATION</b>	Grand Rapid, MI

*This is an hourly position with benefits including paid holidays, vacation, and sick days as well as 401K after one year of employment.*

### TO APPLY

Please go to [Junior Achievement of the Michigan Great Lakes on Indeed](#) to apply online today!

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### ABOUT JUNIOR ACHIEVEMENT OF THE MICHIGAN GREAT LAKES

Junior Achievement of the Michigan Great Lakes' purpose is to inspire and prepare young people to succeed in a global economy. JAMGL reaches thousands of students in 50 counties annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of the Michigan Great Lakes offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

### JOB DESCRIPTION

This position supports the effective operation of the Capstone simulation assuring quality and effectiveness of the student, teacher, and volunteer experience. Capstone simulations are on-site learning experiences following a minimum of 12 in-class lessons as part of the JA BizTown and JA Finance Park programs.

### ABOUT JA BIZTOWN

JA BizTown gives students in grades five through six the opportunity to run banks, manage restaurants, use debit cards, and even vote. The program combines a minimum of 12 in-class learning sessions with a culminating daylong visit to the JA BizTown facility—a fully interactive, true-to-life simulation where students learn the fundamental relationship between academics and life beyond school. JA BizTown helps students envision the possibilities of what they can be by helping them see the value of staying in school. JA's interactive curriculum engages and excites students, leading to stronger critical thinking and decision-making skills and greater self-confidence.

## **ABOUT JA FINANCE PARK**

JA Finance Park is a program for students in grade 8-12 where they learn about budgeting and personal finance. Participating students go through approximately 13 hours of teacher-led classroom instruction with a culminating simulation day that delivers a high-tech, high-touch educational experience. During the four-and-a-half-hour simulation students assume fictional adult roles denoting career, marital status, income level, and family size. Students move from business to business within the exhibit to make real-life budget decisions about things such as groceries, housing, health care, transportation, utilities, and savings. This simulation allows students to put into action what they have learned in the classroom as they create a balanced household budget.

## **PRIMARY RESPONSIBILITIES**

- Assist with conducting the Capstone simulation as assigned by the Capstone Director and Capstone Coordinator
- Assist with/lead on-site volunteer training
- Ensure the facility is adequately prepped and stocked for simulation each morning; reset the facility each afternoon for the next day's students
- Ensure the collection of volunteer photos
- Maintain written daily visit summaries
- Other responsibilities as assigned

## **EDUCATION/EXPERIENCE REQUIRED**

- Prior experience working with young people
- Prior experience in a fast-paced environment
- Ability to be flexible with hours
- Excellent verbal communication and public speaking skills
- Strong problem-solving skills
- Ability to prioritize and perform multiple tasks in a fast paced, changing environment
- Able to be on feet for long periods of time
- Excellent organization and time management skills; ability to organize and prioritize work
- Comfortable with technology and willing to learn new technology applications
- Candidates must be able to pass a federal background check and be able to work in the presence of children prior to the first day of employment

## **PHYSICAL REQUIREMENTS**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds) and specific vision abilities include: close vision, distance vision, ability to adjust or focus.

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**This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.**