



Part-Time Experiential Learning Program Associate

DEPARTMENT: Education

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 52 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.

POSITION CONCEPT: This position supports the effective operation of the JA BizTown and JA Finance Park learning experiences, assuring quality and effectiveness of the student, teacher, and volunteer experience. Students participate in simulations, which are on-site experiences in which students in grades 4-12 apply classroom learning in realistic settings. You will work directly with JA staff as well as visiting students and teachers from area school districts and volunteers from a variety of different businesses and organizations.

ABOUT JA BIZTOWN:

JA BizTown gives students in grades four 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 facilitating the JA BizTown and/or JA Finance Park simulations as assigned by the Experiential Learning Director and Coordinator
- Ensure the facility is adequately prepped and stocked for simulation each morning; reset the facility each afternoon for the next day's students
- Assist with on-site volunteer training
- 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 (this is a part-time position totalling no more than 15 hours per week; simulations are run during the school day only; typically Tuesday-Friday between 8 am and 3 pm)
- 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.