



Junior Achievement of Wisconsin, Inc. Position Description

Position: Education Coordinator
Primary Focus: Metro Milwaukee
Status: Part-time, Seasonal, 12-15 hours/week
Work Environment: Onsite

Leader: Experiential Learning Center Manager
Team: Southeast Region Education
FLSA Status: Hourly / Non-exempt

A POWERFUL PURPOSE: At Junior Achievement, we believe in the boundless possibility of young people. A community connected education partner, Junior Achievement of Wisconsin's purpose is to inspire and prepare young people to succeed. Junior Achievement reaches more than 50,000 students in Southeast Wisconsin annually in relevant, hands-on, minds-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 team members 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. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: Facilitate daily operation of JA BizTown and JA Finance Park student simulations including volunteer training associated with JA BizTown and JA Finance Park. Act as a resource to volunteers, students and teachers during student visit simulation. Basic skills include good presentation skills, excellent oral communication, and the ability to train and work in a fast-paced environment. Hours are offered from October through June with possible additional hours in July for Summer Programming. No hours are worked July through August and during Holiday breaks (i.e., Christmas and Spring Break).

PRIMARY RESPONSIBILITIES:

- An eager willingness to work with elementary & junior high students & educators from various Milwaukee area schools and act as a JA Champion to deliver exceptional customer service to all JA Constituents.
- Facilitate student simulation day visits efficiently and effectively by leading supervision of student groups in an assigned job rotation.
- Understand how to troubleshoot minor computer and technology problems.
- Ability to follow morning set-up guidelines, afternoon cleaning requirements and re-set procedures.
- Facilitate volunteer training.
- Monitor inventory of simulation materials and forms and inform ELC Manager of needs.
- Communicate with colleagues and supervisor in a healthy way to proactively identify potential problems, questions/concerns, etc.
- Seek opportunities to capture testimonials, stories, quotes and photos.
- Other duties as assigned.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.

EDUCATION/EXPERIENCE REQUIRED: Associate degree, or equivalent experience required. Good interpersonal and presentation skills. Detail oriented. Strong oral and written communication, facilitation, and organizational skills. Intermediate computer literacy/skills. Bilingual in Spanish/English desired.

WORK ENVIRONMENT: This position requires onsite work. This is critical to the role, as it directly supports and facilitates the delivery of our services and requires team collaboration. Onsite presence is necessary to ensure effective communication, access to specialized equipment or resources, and to perform the essential functions of the job.

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 accommodation 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, occasionally required to lift and carry light weights (25-30 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.