



Junior Achievement of Wisconsin, Inc. Position Description

Position: Volunteer Coordinator

Location: Milwaukee

Status: Part-time, 28 hours/week

Work Environment: Onsite (occasionally remote as mutually agreed upon with management)

Leader: Associate Director Volunteer Experience

Team: 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 100,000 Wisconsin students in K-12+ and delivers relevant, hands-on learning experiences in financial literacy, career readiness and entrepreneurship. Our vision is to ensure today's students have greater economic opportunity and mobility.

Junior Achievement team members are known for their passion for the JA mission. Members of the team interact with business and education leaders, volunteers and philanthropists who support JA with their time, talent and treasure. 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:

The Volunteer Coordinator position is responsible for supporting the effective operation of all aspects of the volunteer experience including volunteer recruitment, placement, and recognition for JA signature education programs; specifically, Jim's JA BizTown® and JA Finance Park®. All other programs as needed.

PRIMARY RESPONSIBILITIES:

- Work closely with business and college liaisons to support JA volunteer needs.
- Keep detailed records of volunteer information.
- Provide multiple touchpoints leading up to volunteer event.
- Coordinate with reception to reserve conference room lunch space for volunteer groups.
- Take pictures of volunteers and submit to Marketing for social media posting.
- Collect/Review volunteer surveys.
- Send thank you/follow-up emails to volunteers.
- Source and recruit volunteers through various techniques (database, email, social media, cold calling, canvassing, etc.).
- Serve as ELC volunteer for both parks, when short on volunteers.
- Contact schools to help provide staff/parent volunteer support, as needed.
- Attend Corporate/College Volunteer Fairs as needed.
- Send detailed logistics to volunteers prior to volunteering.
- Support Statewide events (JA Business Challenge, Hall of Fame, Holiday Auction).
- 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 combination of education and experience. Strong organizational, interpersonal, managerial and presentation skills. Demonstrated sales and marketing ability. Strong communication and problem-solving skills. Proficiency with Microsoft Office Suite and data management. Capable of working independently. Ability to prioritize tasks. Competency in or willingness to learn computer-based programs. Must have valid Wisconsin Driver's License.

WORK ENVIRONMENT:

This position currently has an onsite work model. It is required to be onsite any days when there are volunteers scheduled in Jim's JA BizTown or JA Finance Park. This is a critical component of the role, as it directly supports team collaboration and the delivery of our programming. Onsite presence is necessary to ensure effective communication, access to specialized equipment or resources, and to maintain the quality and efficiency of job performance.

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 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.