



Junior Achievement of Wisconsin, Inc. Position Description

Position: 3DE Volunteer Coordinator
Location: Metro Milwaukee
Status: Part-time, 10 hours/week
Work Environment: Hybrid

Leader: 3DE Senior Director
Team: 3DE 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 3DE Volunteer Coordinator is a part-time member of the local 3DE implementation team. This role focuses specifically on the operations, communication, and execution of Volunteer Engagement & Activation to ensure a seamless experience for corporate partners and volunteers. Working closely with the local market team, the Coordinator plays an essential role in tracking volunteer participation, recruiting volunteers for national cases, recruiting new case partners, and maintaining high-quality operational standards across digital platforms.

PRIMARY RESPONSIBILITIES:

1. Volunteer Engagement, Recruitment & Activation

- Execute established systems and processes to register, track, and report on corporate volunteers.
- Drive volunteer recruitment and create targeted recruitment plans specifically for national business cases.
- Provide continuous stewardship to volunteers throughout the academic year to ensure high engagement and retention.
- Troubleshoot administrative and registration issues to deliver a customer-friendly volunteer experience.

2. Operations & Systems Management

- Accurately input, update, and manage student and volunteer data into the new Dynamics 365 system.
- Maintain and manage schedules within the VolunteerHub system, proactively making adjustments related to date, time, or scheduling changes.
- Track data points to support market-level quality assurance metrics regarding volunteer readiness and participation.

3. Communication & Marketing Support

- Maintain active communication with the designated Case Champion regarding open volunteer slots that still need to be filled.
- Draft and distribute post-coaching thank you emails to ensure a positive, professional closing experience for volunteers.

- Prepare volunteer flyers and presentation slide decks for upcoming case kick-off meetings.
- Create engaging volunteer-focused social media content drafts and collaborate with the Communications Coordinator for publication.

4. Team Collaboration

- Participate actively in monthly market team meetings to align on goals and share updates.
- Collaborate with school-based teams and the broader 3DE implementation staff to ensure a welcoming and well-organized on-site experience for volunteers.

5. Case Sourcing

- Research and identify opportunities for new case partners in conjunction with the senior director

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:

- Education: Bachelor's degree or high school diploma and equivalent professional experience.
- Nonprofit & Volunteer Coordination: Experience recruiting, onboarding, or managing volunteers, preferably within a nonprofit or mission-driven organization.
- Project Management: A highly organized, detail-oriented, and solution-minded self-starter who can effectively manage multiple tasks across 10 hours a week.
- Communication: Strong written and verbal communication skills. Ability to design basic visual resources (flyers/slides) and adapt messaging for business professionals.
- Technology Proficiency: Highly proficient in data entry and database management. Familiarity with CRMs/BCRMs, VolunteerHub (or similar tracking applications), Google Suite, and Microsoft Office.
- Must possess and maintain a valid Wisconsin driver's license and have reliable transportation to perform job-related travel requirements.

WORK ENVIRONMENT:

This position may be eligible for a hybrid work arrangement, subject to business needs and successful completion of training in primary job responsibilities. While the role is primarily performed remotely, it will occasionally require onsite work at the local Junior Achievement office for team collaboration, as well as travel to program schools to meet with students, volunteers, and other stakeholders. This position may also require work outside of normal business hours, as needed to support organizational and business needs.

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 continuously required to use both hands for repetitive data entry, is occasionally required to speak and hear, and intermittently required to walk, stand, sit, grasp or pinch, and carry less than 5 lbs. Clear close vision and the ability to distinguish colors are also required