



Junior Achievement of Wisconsin, Inc. Position Description

Position: Experiential Learning Center Manager
Primary Focus: Metro Milwaukee
Status: Full-time, 37.5 hours/week
Work Environment: Hybrid

Leader: Regional Director Education Outreach
Team: Southeast Region Education
FLSA Status: Salary / 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. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. 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 Experiential Learning Center Manager is responsible for managing the full cycle execution of our experiential simulation programs JA BizTown, a simulated town where students operate banks, manage restaurants, write checks, and vote for mayor; and JA Finance Park, a simulation helping students make intelligent financial decisions related to income, expenses, savings, and credit. JA BizTown and JA Finance Park serve more than 20,000 students in the metro-Milwaukee area each year. In this role the Experiential Learning Center Manager will develop and maintain positive relationships with school leaders, including members of the Milwaukee Public Schools Learning Journeys team; recruit new schools from throughout Southeast Wisconsin; orient and train educators; schedule classes; and oversee the implementation of the program.

PRIMARY RESPONSIBILITIES:

- Manage a team of Education Coordinators to ensure that JA BizTown and JA Finance Park programming is executed with curriculum fidelity. Manage scheduling, resolve conflicts and provide direction on processes and policies.
- Coordinate with teacher and volunteer contacts for program trainings and class visits. Execute a communications plan to ensure student pre-work is completed prior to on-site school visits. Ensure customer satisfaction and program efficiency through face-to-face, phone, and electronic communication.
- Manage day-to-day operations during school visits, providing support to Education Coordinators, volunteers, teachers, and students as needed
- Manage Experiential Learning Center information in JA content management system Maintain efficient filing system and electronic spreadsheets (as needed).
- Working with the Experiential Learning Center Assistant, manage inventory and delivery of all program materials, equipment, printing, and supply needs. Arrange for purchase or donation of product supplies in a timely manner.
- Implement program growth/expansion plan with Regional Director – Education Outreach.

- Promote JA BizTown and JA Finance Park to the education community through presentations, meetings, follow-up correspondence, and teacher workshops/conventions. Recruit and renew commitments of schools and teachers annually. Submit forecasts and reports.
- Serve as a Subject Matter Expert (SME) for Experiential Learning Center programs for JA Wisconsin.
- Secure and manage in-kind contributions for supplies and necessary materials.
- Assist Regional Director – Education Outreach as needed.
- Other duties 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: Bachelor's degree, preferred, Associate's degree or experience in the field of program management. 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 a hybrid onsite and remote work model. Onsite work is required to be a minimum of 60%, i.e. 3 days per week. It is required to be onsite any days there are students scheduled in 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. This requirement may also include working outside of normal business hours as required to support 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 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.