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<b>POSITION TITLE:</b>	JA Finance Park® Manager
<b>DEPARTMENT:</b>	Education
<b>REPORTS TO:</b>	Senior Director, Capstone Experiences
<b>STATUS:</b>	Full Time; In Person; Salaried

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### **Organization**

At Junior Achievement of Central Maryland, every day our people are creating an impact by working together to pursue our shared purpose—to empower young people to discover their potential and thrive. We collaborate with the community, schools, and local businesses to help students become financially capable, work-ready, and entrepreneurially minded. We are committed to developing talent and building a diverse, and high-performing team while offering flexibility and opportunities for growth. JA offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community. BE a part of our team—bring your ingenuity, and your ideas, and BE the difference!

### **Position Concept**

JA Finance Park® is an innovative experiential learning experience designed to prepare students for life and work in the real world. Middle and high school students learn and practice how to make informed decisions for lifelong success by aligning the realities of life. Students learn how personal choices affect financial stability, how education drives career decisions, and their income expectations. Students experience first-hand what it takes to make it in the JA Finance Park® budgeting simulation.

JA Finance Park® serves approximately 11,000 students annually and engages 2,000 adult volunteers each year to guide students through our budgeting simulation. This position oversees the facility-based program operations, execution of JA Finance Park® learning experience, and serves as the onsite lead for the facility's safety and security which includes constituents, staff, students, volunteers, teachers, and guests.

The JA Finance Park® Manager is a member of the Education team. As a manager, you will be supporting facility-based learning experiences to students across the region and ensuring constituents are supported, prepared and motivated when delivering financial literacy to middle and high school students. In this role, you will report to the Senior Director, Capstone Experiences, and will help to support the regional and national sharing of best practices, the fidelity of programs and operations across the region. This position manages a team of part-time associates who execute the daily operation of the JA Finance Park® simulation.

### **Primary Responsibilities**

- Manages the JA Finance Park® facility and simulation
- Provides exceptional management of operations within the JA Finance Park® facility to include supervising and training of JA Finance Park® associates.
- Stewards any constituents who visit JA Finance Park® including, but are not limited to, corporate, community and family volunteers, school staff, and students.
- Serves as simulation software lead, conducting improvements and updates, ensuring daily readiness and interfacing with Junior Achievement's national arm, JA USA.
- Assures program quality through daily engagement in the simulation.
- Provides feedback to help maintain program fidelity.
- Creates and manages staffing calendar and work plans.
- Conducts weekly briefings with part time associates.
- Ensures effective delivery of all daily trainings.

- Cross-trains in all facility roles and maintains connectedness to daily simulation by taking on peer roles within the facility on a scheduled basis including serving as a volunteer and conducting teacher training.

## **Education/ Experience**

### Required

- Associate's degree or equivalent
- 3+ years' experience working with secondary school-aged students
- 3+ years' experience in a supervisory role
- Excellent interpersonal skills and customer-service mindset
- Ability to be flexible with hours
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Ability to organize and prioritize work
- Incumbents 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

### Preferred

- Bachelors' Degree
- Experience in Guest Services industry
- Spanish fluency

Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

## **Physical Requirements**

- Ability to lift 25 pounds
- Due to JA Finance Park's unique nature, candidate must be able to work under higher noise levels, stand for extended periods of time, and keep up with the physical demands this position requires.

## **Employee Benefits Offered**

- Individual Medical and Dental Insurance
- Group Life Insurance
- 401k Retirement Plan with a generous 3% contribution by JACMD after 1 year
- Flexible Spending Account- Medical and Dependent Care
- Supplemental Life Insurance
- Hybrid Work Environment
- 18 Paid Holidays
- Paid Time Off Between Christmas and New Years
- Cell Phone Reimbursement

## **Advantages to Working with Junior Achievement**

- **Be Inspired!** You can be inspired and challenged. You can be the difference. Be who you want to be. Be It Here!
- **Be a Part of Something Bigger!** We have rewarding careers that inspire and empower young people to achieve their potential.
- **Be Challenged!** Imagine a world where all young people are empowered to reach their potential! We are looking for individuals who want to make a difference in our community and students' lives.

- **Be The Difference!** We inspire and empower young people to reach their potential. We are looking for enthusiastic and skilled professionals to help us accomplish our mission.
- **Be The Impact!** Working with JA is challenging, gratifying, and allows you the opportunity to impact tens of thousands of youths each year. Join our mission to prepare young people to succeed in a global economy.

**Salary:** \$50,000 – \$58,000 per year

**JA Contact:** Send cover letter and resume to Jonaye Ford at [jford@jama.org](mailto:jford@jama.org)

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. JACMD is an equal opportunity employer. We do not discriminate on the bases of race, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. This position is subject to a background check.*