



TOMORROWS ARE MORE IMPORTANT THAN EVER

JA CAPSTONE PROGRAM INTERNSHIP

Junior Achievement's mission is to inspire and prepare young people to succeed. JA's proven lessons in financial literacy, work and career readiness, and entrepreneurship are shown to positively impact the lives of young people. These lessons align with national and state educational standards and are delivered to millions of students across the country with the help of our education partners and volunteers from the local community. The inspiration piece comes from community volunteers who not only deliver our lessons, but share their experience. In the process, these volunteers serve as role models helping to positively impact young people's perceptions about the importance of education, as well as critical life skills. Preparation involves our proven lessons that promote financial capability, work and career readiness, and business ownership. JA's programs ignite the spark in young people to experience and realize the opportunities and realities of work and life in the 21st century.

INTERNSHIP CONCEPT:

This position is a great resume-building opportunity to support a respected and growing organization's program team. As an intern, you will be a welcomed addition to our growing program team. Interns work and support JA's capstone programs which serves nearly 10,000 students annually. Our interns work hands on and will be an integral part of facilitating both our BizTown and Finance Park simulations. One of our many goals is to ensure that both BizTown and Finance Park provide an exciting and quality experience for our visiting youth, volunteers, and educators. Guiding and supporting our mission of educating today's youth on financial literacy is essential. We strive to execute a smooth, effective, and meaningful program. Each day should be filled with excitement for participants, which includes our kids, volunteers, and educators. Providing a welcoming environment for all who enter our building is key. There is an extensive opportunity for networking with educators, administrators, business leaders and community volunteers.

PRIMARY RESPONSIBILITIES:

- Facilitate simulations efficiently and effectively
- Assist with simulation processes in assigned shops/groups.
- Demonstrate ability to recognize and react to potential challenges.
- Communicate with lead JA staff.
- Ensure excellent customer service.
- Assist JA BizTown and JA Finance Park Managers as well as on-site staff as needed.
- Be proactive and flexible in daily schedules.
- Prepare for simulation by following morning set-up guidelines and afternoon cleaning and re-set procedures.
- Monitor inventory of simulation materials and forms, inform managers of material needs.
- Adhere to JA program guidelines and policies.
- Be a well-versed JA team member.
- Bilingual (Spanish) is a plus.

HOURS & STIPEND:

- 8-16 hours per week, preferably split over multiple days
- Stipend ranging from \$250-500 based on hours worked and performance