

JA Capstone Simulation Coordinator – Baltimore, MD

DEPARTMENT:	Education
REPORTS TO:	JA Capstone Simulation Lead
SCHEDULE:	Part Time/ Seasonal

POSITION CONCEPT

Junior Achievement of Central Maryland (JA) inspires and prepares more than 47,000 K-12 youth each year to succeed in a global economy. Junior Achievement's signature capstone programs - *JA BizTown* and *JA Finance Park* – are key to that mission. These programs allow students to put their lessons into action in JA's 30,000 sq. ft. simulation facility.

JA BizTown provides a signature, hands-on program for 4th-6th graders to experience the world of work. Students take on careers and civic responsibilities during their 'first day on the job' in a fully interactive, simulation town.

JA Finance Park allows middle and high school students to explore careers and learn fundamentals of personal financial planning. Their lessons culminate in a trip to a simulated economy where students engage with volunteers and put into practice what they've learned by developing a personal budget.

To ensure that JA's capstone programs provide a high-quality, meaningful experience for students, volunteers and educators, JA is seeking organized, mission-focused professionals to support the implementation of these simulations. This role is responsible for working with the JA Education Team to assist with the daily operations of the *JA BizTown* and/or *JA Finance Park* simulation. This role is responsible for working with the JA Education Team to assist with the daily operations of the *JA BizTown* and/or *JA Finance Park* simulation.

KEY ACCOUNTABILITIES

Simulation Prep and Reset – Ensure that the simulation space and all materials for students and volunteers are prepped and ready prior to their arrival.

Simulation Support – Provide daily support to the *JA BizTown* and/or *JA Finance Park* simulation lead and program manager, including:

- Materials – printing, distributing and collecting.
- Volunteer Support – ensure volunteers are staying on schedule and answer any questions they have.
- Student Support – help manage student behavior and make sure that they are completing all necessary tasks.
- Tech support – trouble shoot common issues with technology used in the simulations.

Student Safety & Security - Assist with the orderly unloading and loading of buses upon arrival and departure, escort student into secure space, verify student numbers on arrival and departure.

Customer Service – Provide the highest level of customer service to all visitors (volunteers, teachers, middle school students, etc.) to the Regional Center.

TEAMWORK! – Look for opportunities to support teammates and ask for support when needed to ensure that a high level of quality is maintained across all areas through communication and collaboration.

EDUCATION/EXPERIENCE REQUIRED

- Proven work experience in a professional environment working with students ages 10-15
- Passion for working with students, educators, and volunteers from diverse backgrounds in a fast-paced environment
- Ability to create strategies to balance multiple task in fast-paced setting
- Works well in a team environment
- Strong organizational and computer skills
- Proficiency in customer service including problem-solving, decision-making, troubleshooting and communication skills
- Bilingual (Spanish) is plus

Candidates should have availability to work 2-4 days per week between 7:30 a.m. and 3:00 p.m. (exact timing can vary) during the school year (October-June). Pay rate is \$15/hr. Opportunity for additional hours may be available when needed.

BEHAVIORAL COMPETENCIES

At Junior Achievement of Central Maryland, we consistently exemplify to each other and to all stakeholders the following interdependent values and associated behaviors. The bedrock for the successful achievement of the JA mission on an ever-increasing basis is a commitment to safeguarding a sound behavioral culture that unleashes our best ideas for the benefit of all stakeholders and the community at large.

- We act with trust, integrity, accountability, and honor in every interaction with each other and our stakeholders no matter the circumstance or situation.
- We operate with a growth mindset and are role models of the sound economic principles we impart to students.
- We are responsible, independent thinkers while realizing the synergies of teamwork create a multiplying effect of sound ideas. We practice collaboration. We invite an understanding of each other's perspectives and work through our differences with the goal of doing what is in the best interest of our organization as opposed to any one individual or group.
- Each staff member strives and achieves professional development by working to grow in skill, knowledge, and maturity.
- Believing in the best in ourselves and others is an inherent part of who we are and is a crucial part of our mission. We positively influence our work environment, both internally and externally. "It is not in my job description," does not exist at our organization.

ORGANIZATION

Junior Achievement of Central Maryland consists of passionate people who seek to educate and inspire young people to succeed in a global economy. JA reaches students in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, run their own businesses, and develop readiness for careers and college. JA associates are known for their passion for the JA mission bringing together business and education to work with students in kindergarten through high school empowering them to own their economic success. Members of the team interact with community leaders who support the JA mission with their time, treasure, and talent. JA offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community.

JA Contact: Send cover letter and resume to Kim Denis at kdenis@jmaryland.org

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