

JA Program Facilitator

What would you have told your younger self about financial management? Do you have career or education advice you wish someone had shared with you? Inspire and empowering enquiring minds by volunteering with JA!

About JA

Through the delivery of hands-on, blended learning in entrepreneurship, financial health and work readiness, JA empowers young people to grow their entrepreneurial ideas, hone their work skills, manage their earnings, and secure better lives for themselves and their communities. JA is a leader in preparing young people for success in an ever-changing global economy and, in response to changing times, has moved to offering online programs to support student learning.

Your Role

JA Program Facilitators will join a class in-person to deliver one of JA's financial health, entrepreneurship, or work readiness programs, by using a mix of hands-on activities, discussions, and digital learning to engage students. JA will provide volunteers with all the lesson plans and materials for a fun and engaging day of learning supported by the classroom teacher. With your help, students can gain the knowledge and confidence they need to define their personal success and go after their dreams.

Qualifications

- Must be available for an interview prior to joining a class
- Confident presenting to a class
- Relevant work and/or educational experience (i.e., Business, Finance, etc.)
- Strong communication skills that are effective with youth
- Must be 18 years or older to volunteer

Training & Support

- Prior to joining a class, you will receive a 1-hour program training session, available in person or online (program dependent), includes:
 - JA orientation
 - Roles & responsibilities
 - Program delivery overview
- JA will provide all presentation content and resources needed to deliver the program.

Session Timing

- Volunteers should be able to commit approximately 3-6 hours of their time for this volunteer opportunity. Tasks will usually include the following:

Task	Approximate Time Required
Volunteer Interview	30 minutes
Volunteer Training & Preparation	2-3 hours
Technology Test & Set-up	15 minutes
Introduction	5-10 minutes

Program Delivery	2 to 4 hours
Wrap-Up	10-15 minutes
Follow-up Survey	5 minutes

Pre-Session

Volunteer Interview– 30 minutes

- All volunteers, regardless of position type must complete an interview with the applicable JA staff. During the screening process, your JA Program Manager will help decided which volunteer opportunity may be the best fit for you given your educational and career background.

Volunteer Training and Preparation- 2-3 hours

- Prior to joining a class, volunteers will receive a training session, as well as a program kit to use during program delivery. Volunteers are asked to look through the physical and digital resources and familiarize themselves with the content. In addition to this we encourage volunteers to think through and make talking notes around their education, career path, relevant volunteer positions, future goals/aspirations etc. to supplement their session.

Set-up & Technology Test – 15 minutes

- Check in at the assigned school's office 5-10 minutes prior to your start time. Once in the class, volunteers will set up any materials or resources, confirm technology is working for multimedia resources, and ensure the students are organized into effective working groups.

Session

Introduction- 5-10 minutes

- The first thing you need to do when you join a class is introduce yourself, JA, and the program. Get to know the students as well!

Program Delivery – 2 to 4 hours

- Use the materials provided by JA to deliver your assigned JA Program. Recommended timing is provided for each lesson to help keep volunteers on track. Share your personal experiences with the students and answer questions students may have.

Wrap-Up 10-15 minutes

- Finish your program delivery by asking the students what they enjoyed most about their JA program and what they have learned. Volunteers use this time to distribute certificates of Accomplishment to the students for completing the program. Be sure to thank the class and the teacher for having you!

Post-Session

Complete Volunteer Survey – 5 minutes

- A survey link will be emailed to you by your Program Manager, we appreciate your honest feedback to help us improve. If required JA Staff will request for you to return the unused program materials to your local JA Office.

Next Steps?

CLICK HERE TO REGISTER!

Thank you for your support in inspiring the next generation for success!
If you have any questions of concerns, please email us at info@jaswo.org