

Capstone Program Associate

Date: November 2016
Position Title: Capstone Program Associate
Department: Capstone Programs
Hiring Salary: Part Time
Reports To: Stephanie Karpowicz, Director of Capstone Programs

Position Concept:

Junior Achievement Capstone Programs are housed in JANJ's brand new Education Center in Edison, NJ, where over 13,000 NJ students will come this school year for hands on educational experiences. The JANJ Capstone Team is seeking Associates to help implement the Capstone programs – JA BizTown and JA Finance Park. This is an excellent opportunity to learn about program management, and to interact with school administration, corporate executives, volunteer mentors and impact thousands of NJ students.

Capstone Program Associates can support either or both Capstone programs. Please indicate your preference when applying. Associates will be fully trained by JA staff.

JA BizTown Description: JA BizTown is an educational experience for 5th and 6th grade students that helps schools meet state standards. After the classroom learning, registered schools take their students on field trips to JA BizTown (in the JA Education Center) where the children role play as adults for a day running a mini economy guided by trained business and community volunteers. [Click here](#) to see JA BizTown in action (video taken at former facility).

JA Finance Park Description: JA Finance Park is an educational experience for 7th through 12th grade students that helps schools meet state standards and graduation requirements. After implementing teacher taught classroom lessons on Financial Literacy, registered schools take their students on field trips to the JA Finance Park simulated city (in the JA Education Center). Students role play as adults for the day with a fictional life scenario where they must budget, pay bills and make wise consumer choices. Corporate and community volunteers leave a meaningful impact as they mentor student groups throughout the day. [Click Here](#) to see JA Finance Park in action (video taken at former facility).

Primary Responsibilities:

- Program Associates are friendly, organized individuals who help to manage the daily field trip flow and schedule. Program Associates support JA Staff in the overall quality and effectiveness of the field trip for students, teachers, volunteers, sponsors and community partners. This includes but is not limited to: greeting volunteers, managing student arrival (approx. 60-100 students per day); assisting students and volunteers with technology, providing structure and support throughout the simulation for volunteers, teachers and students, securing essential data and feedback and preparing the facility for the next day (resetting the program, software and supplies). Associates facilitate the morning volunteer training and make announcements for students throughout the day.
- Program Associates can work a flexible schedule. Required hours are 8:00am-3:00pm, 2-4 days per week and the weekly schedule may vary. While this is truly a rewarding job, it is also a fast-paced, high-energy environment requiring employees to be on their feet during hours of

operation. Clean-up and set up for next day's operation are included during these hours. Field trips run from November 2016 – June 2017.

Education / Experience:

Required:

- Bachelor's degree or currently enrolled.
- Energetic (This fast paced program required candidates to be on their feet)
- People Oriented – comfortable with elementary and/or middle and high school students and corporate volunteers
- Quick Thinking, Problem Solver
- Reliable and adaptable
- Excellent Interpersonal Skills
- Technology Proficient

Desired:

Experience in education or business and/or familiarity with NJ schools and businesses.

Please send resume to Stephanie Karpowicz, skarpowicz@ja.org. Please indicate in your email if you would like to work with BizTown, Finance Park, or both programs.

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.

Junior Achievement of New Jersey | 360 Pear Blossom Drive | Edison, NJ 08837 | www.janj.org