



POSITION TITLE: JA Center Assistant
DEPARTMENT: Education
REPORTS TO: JA Center Manager
HOURLY WAGE: \$20.00/hour
WEEKLY HOURS: 10- 30 Hours per week

POSITION CONCEPT

JA is seeking organized and energetic associates to support the implementation of student field trips at our Perdue Henson JA Center. This role is responsible for working with the JA Education Team to assist with the daily operations of the JA BizTown and JA Finance Park simulation, and ensure that the programs provide a high-quality, meaningful experience for students, volunteers, and educators.

This is a part-time position with flexibility in scheduling. Candidates should be available to work 2-5 days per week during the school year (M- F only, no weekends or holidays). Field trip simulations take place from approximately 8 am to 3 pm.

PRIMARY RESPONSIBILITIES

- Prepare and maintain the facility for school and external visits and events by following morning set-up guidelines and afternoon cleaning and reset procedures.
- Facilitate morning volunteer training and check-in.
 - Throughout the simulation, ensure volunteers are on schedule and feel supported.
- Provide the highest level of instructional excellence of the program and customer service for all stakeholders (educators, students & volunteers)
- Manage simulation day efficiently and effectively when volunteers and students are present by helping to lead simulation processes on the microphone.
- Understand how to troubleshoot common technical issues as well as store and charge devices.
- Assist the JA Center Manager with the JA BizTown and/or JA Finance Park software by setting up daily simulations and running reports.
- Monitor inventory of curriculum, simulation materials, and supplies. Inform the Manager of supply needs and help restock simulation materials.
- Communicate with the Manager to recognize potential problems, questions/concerns, etc.
- All other duties as assigned.



EDUCATION & REQUIRED PROFESSIONAL ATTRIBUTES

- Passion for working with students, educators, and volunteers from diverse backgrounds in a fast-paced environment.
- Strong organizational and computer skills
- Highly organized and detail-oriented; able to perform and prioritize multiple tasks
- Proficiency in customer service, including problem-solving, decision-making, and
- Troubleshooting.
- Possess outstanding verbal and written communication skills and is comfortable using a microphone.
- Highly resourceful team player with the ability to also be extremely effective independently

PHYSICAL REQUIREMENTS

The physical demands described below represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, and frequently required to lift and carry light weights (25-50 pounds). Specific vision abilities include close vision, distance vision, and the ability to adjust or focus.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

ADDITIONAL INFORMATION

Junior Achievement of the Eastern Shore is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

In addition to the above requirements, candidates must have a valid driver's license, commit to following all agency policies, carry out the position's essential functions with or without accommodation, and demonstrate cultural competency and support JAES's mission, beliefs, and values. Please visit our [website](#) for more information about Junior Achievement of the Eastern Shore.