

JA COMPANY VOLUNTEER POSITION DESCRIPTION

Junior Achievement (JA) is the world's largest not-for-profit organization dedicated to educating young people about business. With a presence in 122 countries worldwide, JA brings a diverse global view of business to local communities.

Title: JA Business Advisor (After-School)

Purpose of the Position

Coach/mentor students to run their own business and experience the excitement and future career potential in entrepreneurship. Encourage them to recognize the value of responsible business practices and increase their awareness of the skills and resources required to operate a business.

Responsibilities and Activities

- Complete volunteer training
- Work with a team of volunteer partners (2-4) to present the Company Program curriculum
- At least 1-2 members of the team must be present at each weekly meeting
- Lead group discussions and involve students in activities
- Prepare for visits with volunteer partners
- Attend Trade Show (1 day during the weekend)
- Communicate with volunteer partners and JA staff in a timely manner

Working Conditions

- Groups of high school students (15 to 18 years old) up to 20 students per group
- At selected high schools in Ottawa and area
- After school or early evening

Time Commitment

Activity	Hours
In-person interview	1.0
Volunteer training session	5.0
Attend student training day	7.0
Weekly preparation	15.00
Attend Trade Show (sales opportunity for Companies)	3.0
15 weeks (3 hours each)	45.0
TOTAL	76

Skills, Experience, Qualifications

- Basic presentation skills
- Good understanding of business management concepts - experience in small business an asset
- Fluent in English or French

Personal Traits and Qualities Desired

- Facilitation skills
- Time management skills
- Enjoy working with teenagers
- Flexible and creative, with a sense of humour
- Comfortable sharing business and career experiences
- Able to work well in a team setting
- Punctual and reliable
- Some understanding of business management concepts
- Ability to motivate and engage group members

Orientation, Training and Support

- Training, classroom materials and lesson guide are provided

Benefits

- Enhance presentation skills
- Develop leadership and communication skills
- Network with other business volunteers
- Opportunity to promote your company or industry
- Personal satisfaction of helping young people reach their full potential

Screening Measures

As per the JA Canada Screening Protocol process for a JA volunteer, requires the following:

- Volunteer Registration Form: <http://jacan.thankyou4caring.org/ottawa/volunteer>
- In-person interview
- Volunteer Commitment Agreement
- Police Check
- Reference Checks (2)

Evaluation/Success Measures

- All volunteers are asked to complete an evaluation survey at the completion of their JA Company Program (After-School) experience.

For more information:

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