



## **Junior Achievement of Central Ohio**

At Junior Achievement of Central Ohio (JA), we imagine a future where each new generation is inspired and prepared to achieve personal success in their careers and lives. We bridge the gap between education and work for central Ohio K-12 students by creating environments and experiences where students discover their potential, identify their talents and interests, and explore pathways for their future. Because of JA programming, central Ohio students are better prepared to achieve personal success – no matter the socio-economic conditions from which they ascend.

**Position Title:** Program Manager – JA Finance Park

**Compensation:** Full-Time (Salary)

**Reports To:** JA Capstone Director

### **Job Summary**

The Program Manager of JA Finance Park assures the quality and effectiveness of the program simulation, manages the activities of volunteers and teachers, and ensures all program activities meet quality and program implementation models and standards.

### **JA Finance Park**

JA Finance Park is a personal finance capstone program for middle school students. Our current facility will undergo extensive renovations this summer and fall to update the building and to construct the capstone simulation program. After completing the personal finance curriculum in the classroom, students will visit the realistic JA Finance Park simulation to put into practice what they've learned by developing and committing to a personal budget.

### **Primary Responsibilities**

- Supervise program / simulation implementation and ensure program quality and adherence to JA USA Implementation Standards during classroom experience and simulation visit. Assure adherence to program model and file all needed program variances.
- Conduct volunteer and teacher training. Solicit volunteer and teacher feedback to improve program quality. Implement established volunteer and teacher participant recognition programs. Provide creative input to the supervisor regarding possible educator/volunteer recognition. Follow standard processes for educator/volunteer paperwork.
- Work with the Volunteer Coordinator to seek and secure alternative volunteer sources as needed.
- Provide a high quality of customer service and support to all stakeholders that contribute to renewing commitments from existing schools and educators involved in the program.
- Follow and maintain the established recordkeeping system and processes to ensure the program runs effectively.
- Develop and maintain program coordinator training and scheduling.
- Monitor program supplies and inventory, contributing to overall expense control.
- Coordinate with all members of the program team to gather and share feedback about the simulation experience.



- Manage the JA Leadership Academy high school interns, including (but not limited to) scheduling, training, and curriculum development.
- Assist the JA Capstone Director to maintain program curriculum and outreach materials, including websites and digital resources.
- Assist the JA Capstone Director with data management and teacher correspondence before and after simulations.
- Other projects as required.

### **Education/Experience Requirements**

- A Bachelor's degree or equivalent experience is preferred. Prior experience in a fast-paced environment. Prior experience working with children. Two years of classroom or business experience is strongly desired.
- Strong problem-solving skills; strong presentation and public speaking skills.
- Ability to prioritize and perform multiple tasks in a fast paced, changing environment.
- Flexible with time; able to be on feet for long periods of time.
- Organized and detail oriented.
- Advanced computer skills.

### **Physical Requirements**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

### **How to Apply**

Email a resume and cover letter to Diane Betteridge at [dbetteridge@jacols.org](mailto:dbetteridge@jacols.org) with the subject line "Program Manager – JA Finance Park."