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<b>Job Title</b>	Program Instructor – JA BizTown & JA Finance Park
<b>Work Environment</b>	Office
<b>FT/PT Status</b>	Part-time hourly
<b>FSLA Status</b>	Non-Exempt
<b>Pay scale</b>	This position pays \$18 per hour.

**Job Purpose**

Junior Achievement of Central Ohio is seeking part-time program instructors to guide 5th & 8th grade students through JA BizTown & JA Finance Park, exciting learning experiences where students get to be adults for the day and run a mini-city simulation or budget and spend for themselves. JA BizTown and JA Finance Park Instructors work with volunteers, educators, and students ensuring that the simulation operates smoothly and students achieve a sense of accomplishment.

**Qualifications**

<b>Educational</b>	Bachelor's Degree (preferred, not required) in Business, Communication, Education, or related field
<b>Experience</b>	Experience in a child friendly environment working with school aged students; ability to create strategies to balance multiple tasks in a fast-paced setting, works well in a team environment; computer skills; proficiency in customer service including problem-solving, decision-making, troubleshooting and communication skills.
<b>Specialized Knowledge</b>	Oral and written communication skills, proficiency in Microsoft Office applications and the Google Suite of applications, including Google Sites. Should possess outstanding presence, self-confidence, enthusiasm, and be comfortable engaging with all levels of stakeholders.

### Principle Responsibilities

- Assist with the daily operations of the JA BizTown and JA Finance Park simulations.
- Ensure that the simulation space and all materials for students and volunteers are prepared and ready prior to student arrival.
- Provide daily support to the JA BizTown and/or JA Finance Park
- Assists Program Managers and/or Director with printing, distributing and collecting materials
- Assist with Training Volunteers, supporting volunteers during the simulation, answering volunteer questions
- Proactively facilitate positive student learning experiences, monitor, support and help manage student behavior to ensure students complete all necessary tasks.
- Troubleshoot common issues with technology used in the simulations.
- Assist with the orderly unloading and loading of buses upon arrival and departure, escort students into secure space, verify student numbers on arrival and departure.
- Provide the highest level of customer service to all visitors (volunteers, teachers, students, etc.).
- Assist with responsibilities at reception desk, as needed
- TEAMWORK! – Look for opportunities to support teammates and ask for support when needed to ensure that a high level of quality is maintained across all areas through communication and collaboration.

#### Additional Information:

- JA BizTown and JA Finance Park are open throughout the school year (late September through June). JA may offer JA BizTown Summer Camp during two weeks in June.
- Instructors work a 5.5-hour shift, 2-3 times per week, generally between 8:00am and 3:30pm.

### Physical Demands (ADA Compliance)

Activity	Occasionally	Frequently	Consistently
Walking		x	
Sitting		x	
Pushing	x		
Pulling	x		
Climbing	x		

Stooping	x		
Kneeling	x		
Reaching	x		
Manual Dexterity			x
Use of Hands			x
Talking			x
Lifting- Under 50lbs		x	
Lifting- Over 50lbs	x		
Hearing- Normal conversation			x
Hearing- Other sounds			x
Vision- Acuity, near			x
Vision-Acuity, far			x
Vision- Color vision		x	
Driving		x	