

Junior Achievement of New York

POSITION DESCRIPTION

POSITION: JA Finance Park Programs Fellowship

JOB FAMILY: Programs

JOB CLASSIFICATION: Exempt

STIPEND: Hourly wage to be discussed upon interest

DURATION: March 27-June 16, 2017

About Junior Achievement of New York:

For more than 80 years, Junior Achievement of New York (JA New York), the local affiliate of JA USA, has delivered economic education and empowerment programs to NYC and Long Island students. Through a dedicated volunteer network of corporate and community individuals, JA New York provides high-quality K-12 in-school, workplace, and summer educational programs. JA New York educational programs impact important societal issues including youth, economic and educational development and focuses on three key content areas: work readiness, entrepreneurship, and financial literacy. For more information about JA New York and its programs, Visit us: www.jany.org 📍 Like Us: [Facebook](#) 📍 Connect with Us: [LinkedIn](#) 📍 Follow Us: [Twitter](#) 📍 Subscribe to Us: [YouTube](#).

JA Finance Park Programs Fellowship - PROGRAM OVERVIEW:

The Finance Park Fellow will assist with implementing *JA Finance Park*. *JA Finance Park* gives middle and high school students the opportunity to develop personal money management skills, acquire personal finance knowledge, and prepare for the financial decisions and challenges of their adult lives. Students participate in four weeks of classroom instruction complemented by a day-long, hands-on experience in which they apply learned concepts in a life-like community.

During this one-day experience, students assume randomly assigned family and income scenarios and visit businesses to gather information for their personal financial decision-making. Students develop knowledge of economic and personal finance concepts, understand budgets and the importance of financial planning and gathering information, become familiar with the use of financial services, utilize financial decision-making processes, and become better prepared for their future roles as consumers, investors, and workers.

Since 2007, JA Finance Park has reached students throughout New York City and Long Island. This spring, JA Finance Park will serve close to 2,600 middle and high school students. JA New York is currently seeking a dynamic professional, with a background in non-profit program management and education to join the JA Finance Park team on Long Island.

This person will help implement JA Finance Park at our Long Island location. The address is TBD, but we anticipate it being in Western Suffolk County. The timeframe for facilitation is 7:00 AM-2:30 PM.

KEY AREAS OF RESPONSIBILITY:

- Key areas of responsibility are, but not limited to:
- Work with JA Finance Park team to implement a fun and engaging experience for volunteers, students, and teachers.
- Training 12-18 adult, corporate volunteer partners per day.
- Leading 50-80 middle and high school students through various activities per day.
- Help with daily operation of JA Finance Park; i.e. set up tables, chairs, JA Finance Park computers, clean-up, option sheet and kit restocking.
- Monitor and support volunteers and students to ensure high-quality experience by JA Finance Park attendees.
- Assist with collecting and submitting all JA Finance Park paperwork including: volunteer registration form, student permission slips, student pre and post-test surveys, verification reports and other ancillary documents.
- Attend all JA Finance Park meetings.
- All other duties as necessary

*Must be able to lift/carry supplies totaling 25lbs-30lbs

ORGANIZATIONAL RELATIONSHIPS:

This position reports to Manager, Programs at Junior Achievement of New York.

This position does not directly supervise any other team members.

POSITION SPECIFICATION: (Experience, Knowledge, Skills, Abilities)

Required:

- Evidence of very strong oral and written communication/presentation skills
- Experience in adult training, teaching or other relevant work experience
- Desire to work in a youth-oriented non-profit organization
- Superior organizational and project management skills
- Ability to troubleshoot and do well under pressure
- Strong ability to multi-task and meet deadlines
- Knowledge of MS Office 2010 and MS Outlook
- Ability to work productively both autonomously and in a team setting
- Associate or Bachelor's Degree required

Desired:

- Bachelor's Degree with a focus in: education, communications, non-profit management or business management
- Experience in public speaking, marketing, sales, training, teaching or other relevant work experience
- Experience with Long Island school districts

To apply for this position, please send a resume and cover letter to

Linda Furey lfurey@jany.org

Please title your email: PF JA Finance Park

*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 as requested by their supervisor. This document does not create an employment contract implied or otherwise, other than an 'at-will' relationship.