



TITLE/POSITION: Capstone Team Lead
DEPARTMENT: Education-Capstone
REGION: Lexington
DATE: Fall 2023
REPORTS TO: Capstone Manager

Position Description

A Capstone Team Lead helps facilitate the implementation of JA BizTown and JA Finance Park program simulation days with Capstone Team Members; ensures that all participants have a quality experience; conducts volunteer trainings; adheres to safety guidelines and protocols; provides operational and administrative support for Junior Achievement; implements special projects as needed; collaborates with other Capstone Team Leads; reports to Capstone Manager.

A Capstone Team Lead works on a part-time basis, 12-24 hours per week; minimum availability 2 days a week. Hours subject to change based on school/bus schedules but are typically between 8:15-2:30 during the school week.

Core Duties and Responsibilities

- Facilitates program in JA BizTown/JA Finance Park during student visit.
- Works with Team Members to oversee groups of 50-125 students daily.
- Works with Team Members to ensure Capstone set up/clean up guidelines are completed, and inventory is stocked daily.
- Conducts volunteer training on simulation days.
- Assists volunteers and teachers in a timely manner.
- Communicates clear and concise instructions via microphone, utilizing provided curriculum script and demonstrating time management skills.
- Assists with other operations as needed, including off-hours volunteer trainings, summer camps, school visits, teacher training, and office help.

Education & Experience Requirements

- Experience with and ability to work with school-age students (grades 4-12).
- Passion for leadership, service, and a positive attitude.
- Computer proficiency.
- Strong interpersonal and communication skills.
- Excellent organizational skills and ability to handle multiple tasks and priorities.
- Problem solving skills.
- Flexibility- able to think on your feet.
- Able to speak in front of and deal with large groups of children.
- Capable of working independently, and ability to work as a team member.
- Capable of being on your feet for extended periods of time and lifting up to 30lbs.

Additional Requirements:

Candidate must successfully pass a criminal background check prior to employment.