



TITLE/POSITION: Experiential Learning Center Team Lead
DEPARTMENT: Education-Experiential Learning Center
REGION: Lexington
DATE: School Year 25-26
REPORTS TO: Experiential Learning Center Program Manager

Position Description

The Experiential Learning Center Team Lead helps facilitate the implementation of JA BizTown and JA Finance Park program simulation days with ELC 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 ELC Team Leads; reports to ELC Manager.

A ELC 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 ELC 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.

Application Process

To apply please fill out the following form.