



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

Position Description

A Capstone Team Member assists the Capstone Team Lead with the implementation of JA BizTown and JA Finance Park program simulation days; ensures that all participants have a quality experience; adheres to safety guidelines and protocols; and provides operational support for Junior Achievement.

A Capstone Team Member works to support daily operation of JA BizTown/JA Finance Park on a part-time basis, 12-24 hours per week; minimum availability 2 days a week. The hours are subject to change based on school/bus schedules but are typically between 8:15-2:30 during the school week.

Core Duties and Responsibilities

- Work with Team Leads to facilitate simulation for 50-125 students daily – will oversee 4-5 individual “stores” during the day.
- Follow morning set-up guidelines for the day, and afternoon cleanup guidelines.
- Provide excellent customer service in a timely manner to students, volunteers, and teachers.
- Assist with arrival and departure of students.
- Help maintain stock of consumable items daily.
- Be on time and follow an assigned work schedule.
- Dress appropriately as outlined by JA management.
- Ensure compliance with safety procedures.
- Might also help with the following: summer camps, school visits, and office help.

Education & Experience Requirements

- Experience with and ability to work with school-age students (grades 4-12).
- Passion for service and a positive attitude.
- Computer literacy (basic computer functions and internet familiarity).
- 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.

Additional Requirements:

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