



**TITLE/POSITION:**   **Experiential Learning Center Team Member**  
**DEPARTMENT:**     Education-Experiential Learning Center  
**DATE:**               School Year 26-27  
**REPORTS TO:**       Experiential Learning Center Program Manager

### **Position Description**

A Experiential Learning Center Team Member assists the ELC 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. An ELC 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 8:00 am -2:00 pm 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 outlined by JA management.
- Ensure compliance with safety procedures.
- 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 the 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.

### **Application Process**

To apply please fill out the following form.