



Youth Enrichment & Fieldtrip Coordinator

JA BizTown Coach

Classification: Part-Time, non-Exempt

Location: Kansas City, Kansas

Position Overview: Reporting to the Director of Programs & Experiences, the Youth Enrichment & Fieldtrip Coordinator will assist with the daily operation of the JA BizTown simulation. Internally known as the JA BizTown Coach, this position will directly contribute to increasing JA's capacity to inspire and prepare youth to achieve their greatest potential and realize economic mobility.

JA BizTown, Presented by CommunityAmerica Credit Union, is the signature program housed in the new Youth Learning Lab, serving upper elementary and middle school students from across the Kansas City region. JA BizTown, with inspiration from the former Exchange City, is an unmatched learning experience where students interact in a simulated economy and take on the role of employee, consumer and engaged citizen. Students discover the intricacies of a thriving professional and contributing member of a community, and the abundance of career and professional opportunities in their city. The journey begins in the classroom with four weeks of Junior Achievement intentional curriculum that culminates with a day at JA BizTown. Students put what they have learned in the classroom into action, through real world learning, practicing how to become a valuable member of the local workforce and community.

ROLES & RESPONSIBILITIES:

- Facilitate simulation activities efficiently and effectively by managing processes for assigned groups, including hands-on instruction with students
- Prepare and train adult volunteers for their role within the simulation experience (i.e. presenting to large and small groups, as well as one-on-one instruction)
- Maintain overall instructional excellence of the program for all stakeholders (sponsors, teachers, volunteers and students)
- Assist with the necessary setup of capstone facility for student visits and training opportunities
- Monitor inventory of simulation supplies
- Assist capstone team with various administrative tasks in support of the program (greeting groups, printing)
- Other duties as assigned.



Minimum Qualifications, Experience and Skills:

- High School Diploma or equivalent; some college preferred
- Must be able to pass criminal background and drug screening
- Proven experience working with school-aged children (preferably 10-14 age range) in an educational setting
- Must be able to stand for long periods of time
- Strong presentation skills
- Detail oriented and committed to meeting deadlines
- Strong interpersonal skills
- Works well as part of a team
- Ability to adapt to shifting priorities and manage multiple deadlines
- Ability to problem-solve in a fast-paced work environment

Compensation & Benefits:

The JA BizTown Coach position is an outstanding opportunity to join a growing, mission-driven organization. Junior Achievement of Greater Kansas City offices are located in a newly remodeled, state of the art 22,000 square foot facility centrally located in the Kansas City metro, at 47th & Mission Road in Kansas City, KS. The new facility offers a fun, welcoming workplace culture with state of the technology and amenities.

Compensation is \$15/hour.

Additional Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

The JA BizTown Coach role is expected to work 100% of the time in the facility, between the hours of 7:30-3:00, Monday - Friday. Hours will be scheduled 3 weeks in advance, and will change based on school reservations.

JAKC is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

In addition to the above requirements, candidate must have a valid driver's license and proof of current vehicle insurance; commit to follow all agency policies; carry out the essential functions of the position with, or without, accommodation; and demonstrate cultural competence and support JAKC mission, beliefs, and values

APPLICATION INSTRUCTIONS:

Interested applicants should submit a cover letter and resume to Shelby Wilkes, Executive Assistant, via e-mail at swilkes@jagkc.org. Please put "JA BizTown Coach" in the subject line. Applications will be considered on an ongoing basis.