Junior Achievement™ of Middle Tennessee

Job Title:	Experiential Learning Center (ELC) Assistant
Department:	Education/Programs
Reports to:	Senior Manager of Experiential Learning Centers
Location:	Nashville, TN
FTE Status:	Part-Time, 18-24 hours per week during the school year (September-May). Hours vary but are typically 3-4 days of a 6-hour shift, usually between 8:00 am- 3:00 pm.
Compensation:	$18.00-24.00 per hour

COMPANY SUMMARY

Junior Achievement of Middle Tennessee (JAMT) helps inspire and prepare young people to succeed in today's global economy. JAMT connects schools and businesses through hands-on programs that teach students about business, entrepreneurship, financial literacy, career readiness, and civic responsibility. Through these programs, JAMT works to reach several important goals:

- To motivate and inspire students to see why education matters and help them make smart choices about their future education and careers.
- To teach students the skills needed to be successful in any job, such as problem-solving, creativity, and teamwork, while encouraging innovative and entrepreneurial thinking.
- To develop financially literate youth so they can make responsible financial decisions as adults.
- To increase student understanding and appreciation of their civic rights and responsibilities to contribute to their communities.

Junior Achievement of Middle Tennessee is a local affiliate of JA USA, the nation's oldest and largest economic education organization with over 105 years of experience. The organization supports programs across 23 counties.

POSITION CONCEPT

This position supports the daily operation of simulations at Junior Achievement's Experiential Learning Center (ELC), assuring the quality and effectiveness of the student, teacher, and volunteer experience in JA BizTown and JA Finance Park.

PRIMARY RESPONSIBILITIES

- Emcee the on-site simulation, student and/or volunteer trainings with natural stage presence in front of large groups (50-150 students and adult volunteers).
- Maintain overall instructional excellence of the program for teachers, volunteers and students.

- Assist with the set up and reset of the ELC for student visits and volunteer/teacher training sessions.
- Monitor inventory of simulation supplies.
- Provide technical support for simulation related issues, as needed.
- Assist ELC Managers with various administrative tasks in support of the program, as needed.

QUALIFICATIONS & SKILLS

- High school diploma.
- Strong public speaking skills and comfortability in leading large groups.
- Prior experience in a fast-paced environment.
- Prior experience working with children and/or teens.
- Self-motivated with strong customer service skills and exceptional attention to detail.
- Ability to prioritize and perform multiple tasks in a dynamic environment.
- Able to be on feet for long periods of time.
- Conversational in Spanish preferred, but not required.

This job description is meant to provide a general overview of the responsibilities and qualifications for an ELC Assistant. Specific duties and requirements may vary depending on the organization and its needs.

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

BACKGROUND CHECK

This position is subject to the successful completion of a background check and verification of educational credentials listed on the applicant's résumé.

ADDITIONAL INFORMATION

This position description does not state or imply that these are the only duties to be performed by the employee. This document does not create an employment contract, implied or otherwise, beyond an at-will relationship.

TO APPLY

Send a resume with cover letter, including a paragraph about why you are interested in this job and what unique skills you bring, to kathrynj@janash.com. Include "ELC Assistant" in the subject line.