



**Position Title:** Capstone Associate  
**Department:** Education Team  
**Reports to:** Capstone Operations Manager  
**Summary:** Part –Time, Temporary

Junior Achievement Background:

Junior Achievement (JA) was founded in 1919 with the mission of educating and empowering young people to succeed in the global economy with the San Diego chapter founded in 1950. We work in partnership with schools and businesses to improve student knowledge in the areas of business, economics, careers and financial literacy.

About our Capstone program McGrath Family JA BizTown:

The McGrath Family JA BizTown is a 10,000 square foot mini-city in which kids discover how the "real world" works. After four weeks of curriculum and preparation in the classroom, fifth grade classes come to JA BizTown for an impactful, experiential and project-based simulation of a professional work day.

About our Capstone program Mission Federal JA Finance Park:

Mission Fed JA Finance Park is a paperless, high-tech learning center that helps high school students imagine who they want to be in the future and gives them hands-on tools and skills to plan for a financially secure future.

Job Function:

JA is currently seeking candidates to join our dynamic Education Team as a part-time Capstone Associate. This position supports the BizTown and Finance Park Capstone programs by working closely with the students, teachers and fellow team members to facilitate the function and flow of the simulations.

Responsibilities:

- Assure program quality through positive interactions with teachers, adult volunteers and students.
- Conduct volunteer trainings as well as leading student instruction throughout the day.
- Inspect equipment/facility, troubleshoot technical issues as they arise and notify Manager of any maintenance needs.
- Prepare and maintain simulation materials and debit cards prior to the simulations.
- Provide consistent feedback on program materials and program implementation.
- Reset the facility for the next simulation, ensure inventory/paperwork is complete for the next day.
- Uphold quality standards for the organization (i.e. honesty, integrity, excellent customer service).
- Communicate and manage effectively with large groups.

This is a part time position, 15-20 hours a week from September through June, between the hours of 7:30-3:30. Applicant must have a flexible schedule and be available Monday-Friday (although you may not work every day). We are happy to work around school schedules. Applicant must be able to be on their feet and active for up to 7.5 hours per day and be able to lift up to 20lbs. Pay is \$13.50 an hour.

Qualifications:

Required:

- High School Diploma
- Experience working with children
- Strong oral and written communication and problem solving skills
- Outgoing, energetic, motivated individuals who are able to work in a fast paced environment
- Flexible, adaptable, detail-oriented and comfortable speaking in front of a crowd

Interested candidates, please send cover letter and resume to **Deanne Markle at [dmarkle@jasandiego.org](mailto:dmarkle@jasandiego.org)**.