



Position Title: Capstone Associate
Reports to: Capstone Coordinator
Summary: Part-Time, Non-Exempt

Organization Summary:

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego associates are known for their passion for the JA mission to empower youth and drive to building a bright future for San Diego. JA San Diego offers a collaborative, innovative and inclusive work environment.

Job Function:

The Capstone Associate supports the BizTown and Finance Park Capstone programs (including Camps) by working closely with the students, teachers, volunteers, and fellow team members to facilitate the function and flow of the simulations.

Responsibilities:

- Assure program quality through positive interactions with teachers, volunteers and students.
- Coordinate and facilitate the simulation from beginning to end to ensure constituents are engaged throughout the program and troubleshoot questions/issues that arise.
- Conduct volunteer trainings when needed and lead student instruction throughout the day.
- Inspect equipment/facility, troubleshoot technical issues as they arise and notify the Capstone Coordinator or Capstone Director of any maintenance needs.
- Prepare and maintain simulation materials and debit cards prior to the simulations.
- Check in volunteers when needed.
- Provide consistent feedback on program materials and program implementation.
- Reset the facility for the next simulation, ensure inventory/paperwork/technology is complete for the next day.
- Uphold quality standards for the organization (i.e. honesty, integrity, excellent customer service).
- Monitor and maintain a healthy and safe environment.
- Communicate and manage effectively with large groups of students, teachers and volunteers.
- Work well with a team and also be able to finish tasks independently.

Qualifications:

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

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 and be active during the simulations for up

to 7.5 hours per day, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift (up to 20 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

To Apply:

Send cover letter and resume to: Kayla Covey at kcovey@jasandiego.org

Junior Achievement of San Diego County promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.