



## **Volunteer Position Description**

### **Program Facilitator: Grade 7 Dollars with Sense (DwS)**

#### **About Junior Achievement:**

Junior Achievement (JA) is an international not-for-profit organization supported by local business and organizations. JA delivers a variety of business, entrepreneurial and life skill programs to students throughout the country at no cost to students or school boards. Volunteers from the business community, service clubs and the public sector facilitate all JA programs.

**Dollars with Sense (DwS)** is designed to help students understand the importance of setting goals, effective planning and making wise choices. By being prepared, you can fulfill your dreams and be successful in life. Students will assess their skills and strengths while learning about future career possibilities, money management and investment choices.

#### **Position Involves Working With:**

- Grade 7 students
- Grade 7 classroom teacher
- JA Program Account Manager and/or JA Coordinator (Corporate/Community Groups)

#### **Time Commitment:**

- Training session (2 hours – mandatory for first time volunteers; optional for returning volunteers)
- Minimum one full school day(s) – average 6 hours

#### **Responsibilities / Activities:**

- Will successfully deliver the 4 central lessons of the DwS program; Let's Talk Money, Be a SMART Shopper, Look After Your Money, Make Your Money Work
- Commit to the agreed upon volunteer date
- Be comfortable and willing to share own professional experience/knowledge
- Complete and forward all necessary program evaluation and volunteer feedback surveys to Junior Achievement of Central Ontario
- Help students:
  - ♦ Identify key milestones/goals they envision
  - ♦ Learn about money as a means of exchange and the various forms of exchange we use today including cash, cheques, debit and credit cards
  - ♦ Learn why budgeting is important and how to budget
  - ♦ Learn different ways to invest money and explore the advantages and disadvantages of the different investment vehicles

#### **Working Conditions:**

- Volunteers will be placed in Public, Catholic or Private school classroom

**Time Commitment:**

- Attend a 2 hour training session
- Communicate with school and JA Program Account Manager via phone and/or email
- Independent program preparation
- Facilitate the program using JA provided materials

**Skills / Experience / Qualifications:**

- Good communication skills
- Comfortable discussing banking and finance practices at a grade 7 level
- Organized and reliable
- Facilitation experience is desired, but not required
- Personable and outgoing
- Enjoy working with adolescent learners...patience is a virtue!

**Orientation / Training / Support:**

- Formal orientation and training – JA Program Account Manager / JA Coordinator
- Ongoing program support and training as needed
- Teacher support on day of program delivery

**Benefits:**

- Formal and informal recognition (i.e. Certificate of Appreciation, Volunteer Event, etc.)
- Develop leadership, presentation and facilitation skills
- Educate students about careers in your industry
- Provide access to networking opportunities
- Encourage and develop students' interest in their potential

**Screening Measures:**

- Volunteer Application Form
- Signed Volunteer Commitment Agreement
- Orientation & Training
- Supervision & Evaluation