Junior Achievement of Greater Washington
Position Title: JA Finance Park Assistant, Fairfax County
Department: Education
Hourly Wage: $20.00/hour
Reports To: Senior Manager, Finance Park – Fairfax County

Be a Part of Something Bigger! Are you looking for work that inspires you? At JA of Greater Washington, we know what matters. We're motivated by our mission – teaching young people how to succeed in a global economy – and we wake up every day inspired to serve more than 40,000 students in the Washington, D.C. area.

But a career at JA of Greater Washington is about more than our mission and programs. Here, you'll find opportunities to learn and grow into new skills and responsibilities. You'll find mentors that care, and help you reach new heights. And you'll find the resources, flexibility, and support to live your life to the fullest outside of work, whether that means investing in your family, your education, your hobbies, or your wellbeing.

Join JA, and join us in a career that matters.

Position Concept

JA Finance Park is an innovation in experiential education designed to prepare students for life and work in the real world. Students learn and practice how to make informed decisions for lifelong success by aligning the realities of life – and personal choices – with financial stability; connecting education and career decisions with income expectations, and experiencing first-hand what it takes to make it in the JA Finance Park budgeting simulation.

There are three JA Finance Park locations in Greater Washington: Fairfax, VA, Landover, MD and Silver Spring, MD. Together, these facilities serve over 40,000 students and engage over 6,000 volunteers to guide students through the budgeting simulation. The JA Finance Park Assistant supports facility-based operations, the execution of the JA Finance Park experience, and provides a positive customer experience to constituents, students, volunteers, teachers, and guests.

This position is a member of the Experiential Learning Centers team supporting the facility-based experiences across the region ensuring constituents are supported, prepared and motivated to bring financial literacy to middle school students in our area on a daily basis. The JA Finance Park Assistant will report directly to the Senior Manager at their assigned JA Finance Park facility and work with the rest of the Experiential Learning Centers Team to

ensure all aspects of the simulation are ready for the volunteers, school staff and students. This role will work with their colleagues to ensure the student simulation operates efficiently and effectively. The Associate will also support the regional and national sharing of best practices.

This position is location-specific to Fairfax County Finance Park. Occasional, planned local travel to other JA Finance Park facilities may be required for training or support purposes.

Organizational Requirements

- Have ability to pass a federal background check, and to be permitted to work in the presence of children, prior to the first day of employment.
- Must reside in the Greater Washington region before the position start date

Supervisory Responsibilities

None

Essential Duties/Responsibilities

Implements the JA Finance Park® simulation during school visits.

- Supports students, volunteers and teachers through the JA Finance Park simulation.
- Prepares and maintains the facility for school and external visits and events. Communicates with appropriate staff on all program material needs, volunteer and teacher needs, and visitor needs.
- Assists with the maintenance of inventory for curriculum, product materials, and supplies.
- All other duties as assigned.

Professional Skills/Abilities

Required

- 1+ years' experience working with school-aged students.
- Excellent interpersonal skills.

- Ability to work a four hour shift (AM: Between 7:30am and 12:30pm, PM: Between 10:30am and 3:30pm). Schedule will be provided at least a month in advance.
- Proficiency in Microsoft Office Suite programs.
- Excellent organization and time management skills.
- Excellent written and verbal communication skills.
- Ability to organize and prioritize work.
- Ability to be in constant motion for up to 4 hours at a time.

Preferred

- Experience in the Guest Services industry.
- Proficiency in multiple languages.

Education and Experience

Required

- High School degree or higher.

Preferred

- Associate's Degree or equivalent.

Physical Requirements

- Ability to lift 25 pounds
- Must be able to reach with hands and arms
- Must be able to talk and hear
- Ability to squat occasionally
- Ability to be in constant motion for up to 4 hours at a time.

Work Environment

Working with the students visiting the Finance Park means higher noise levels while the students work to complete the simulation. This position is located on a school campus and is not in JA's main office.

Schedule

Typically 20 hours/week. Schedule is aligned with the academic calendar and will be provided at least a month in advance. This position is only for the months of September – June when children are participating in the simulation. There are no hours in July and August unless a programmatic need arises.

Benefits

- Generous paid time off program in which the benefits increase along with your tenure with the organization
- Observe all federal holidays during the calendar year. In addition, JAGW observes December 25 – December 31 as a paid holiday.
- 401(K) plan in which JAGW contributes 3% of an employee's pay after employee has worked at least two months.

JAGW is an Equal Opportunity/Affirmative Action Employer

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status or any other status protected by state or federal law.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Next Steps

To apply please email a resume to jagwjobs@ja.org and reference the position title and your preferred time slot (AM/PM) in the subject line. Incomplete applications will not be considered. No phone calls, please.