

Have fun working with kids during the best field trip of the year! As a Capstone Facilitator you will support students as they learn key career readiness and financial literacy skills while having fun in one of our two miniature towns; BizTown and Finance Park located in Auburn, Washington.

SUMMARY:

The Capstone Facilitator is responsible for ensuring participating students and teachers have a successful and engaging experience during their JA simulation. The Capstone Facilitator works directly with students, teachers, and volunteers. This position is a key member of the Programs team, helping students learn and thrive during their onsite experience in the JA Education Center in Auburn, WA. Successful candidates will have the ability to quickly become expert facilitators for the Finance Park, BizTown, and Stock Market challenge programs, including the ability to learn and facilitate new programs in the future. Facilitators will work cohesively as a team, with the ability to take on and rotate through each of the key facilitation roles within the different programs. This position is part-time nonexempt, with flexible schedule to follow seasonal school calendar. Typical hours will fall between 8:00 AM -3:00 PM Monday to Friday with flexible scheduling.

WHAT YOU'LL BE DOING (Essential Duties):

- Facilitate Capstone simulations – including BizTown, Finance Park, Stock Market Challenge and new JAWA programs
- Facilitate all parts of day-of program logistics, including:
- Directing group participation for the day's program
- Volunteer training and support
- Student and educator support
- Park set-up, clean-up, and inventory
- Capstone warehouse organization and cleaning
- Simulation and iPad set-up, etc.

REQUIRED SKILLS/ABILITIES:

- Public speaking, presentation, and group management– student groups can be up to 150 students
- Demonstrated classroom experience
- Demonstrated success with youth group facilitation or transferable skills demonstrating ability to quickly master dynamic facilitation skills
- Ability to recognize group dynamics and student needs and effectively adapt and quickly pivot facilitation approach in delivery of information as needed
- Exceptional customer service commitment and people skills
- Understanding of youth development and working with young people of various ages
- Commitment to creating an exceptional experience for students, educators, partners, and volunteers
- Positive and upbeat attitude
- Collaborative team member
- Organized
- Detail oriented
- Patient

WHATS IN IT FOR YOU:

JAWA pays 100% of employee premiums for Medical/Dental/Employee Life Insurance.

- Vacation and Wellness Leave
- Paid holidays and Winter Break
- Paid personal leave
- Employee Ability Assist Program
- Family Leave – Consistent with local and national regulations

Hourly Pay Range: \$17.00 - \$18.68

WHAT MAKES JAWA SPECIAL:

- Retirement savings with matching company contributions
- Work-Life Balance – Flexible options to balance office time via remote access as well as flexible work schedules
- Opportunity to volunteer in classrooms teaching JA programs

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to perform the essential functions of this job successfully. 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.

ABOUT JUNIOR ACHIEVEMENT OF WASHINGTON:

Junior Achievement of Washington's mission is to inspire and prepare young people to succeed in a global economy. JAWA reaches thousands of students each year with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their businesses, and develop readiness for careers or college.

JAWA associates are known for their passion for the mission that brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the team interact with community leaders who support JAWA with their time, treasure, and talent. JAWA offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

JAWA is committed to social justice. We are committed to educating in a way that dismantles inequality, racism, and oppression and sparks honest conversations in our communities. The future that we envision and for which we prepare our students cannot exist unless we become catalysts for change and advocates for promoting diversity, equity, and inclusion in all facets of our work.

Junior Achievement of Washington is an Equal Opportunity Employer. JAWA does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. The position description in no way states or implies that these are the only duties to be performed by the employee. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. washington.ja.org.

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