



# Capstone Coordinator

**JA BizTown®**  
Elkhart, Indiana

## COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences.

JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believes in the power of collaboration.

## POSITION:

The Capstone Coordinator–*JA BizTown* is responsible for facilitating the highly experiential onsite simulations for fifth and sixth grade classrooms that visit our state-of-the-art facility. *JA BizTown* is a true-to-life simulated town where students connect the dots between their in-class learning and the real world. **This position is 0-22 hours per week during the school year (August – May) and located in Elkhart, IN.**

## PRIMARY RESPONSIBILITIES:

- Assure program quality through positive interactions with all participants - teachers, adult volunteers, and students.
- Assist with curriculum deliveries.
- Prepare simulation environment by logging onto computers and tablets, setting out paperwork and other supplies, etc.
- Warmly welcome and assist volunteers with registration, conduct training, and provide support to volunteers throughout the day.
- Dynamically facilitate simulation schedule utilizing scripted speeches.
- Manage simulation experience by following documented procedures and processes.
- Support and guide student citizens with the goal of them being successful in their jobs.
- Inspect and notify the Capstone Manager of any maintenance needed to facility or equipment.
- At the end of the day, reset the facility for the next simulation day by putting out simulation paperwork, props, supplies, and equipment.
- Assist with inventory management of program supplies to contribute to overall expense control.
- Maintain facility security for the safety of participants and assets.
- Ensure all volunteers and educators have been thanked for their participation and asked to provide simulation feedback via online surveys.
- Identify and suggest program improvement ideas to the Capstone Manager, implement approved ideas.
- Maintain cleanliness and organization of the facility so every day is like the first day.
- Attend scheduled events and meetings, as requested.

## SKILLS:

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| <input type="checkbox"/> Excellent verbal communication skills | <input type="checkbox"/> Proven excellent reasoning and judgement            |
| <input type="checkbox"/> Ability to manage multiple priorities | <input type="checkbox"/> Ability to work in a team environment               |
| <input type="checkbox"/> Organized and detail oriented         | <input type="checkbox"/> Comfortable working in a fast-paced environment     |
| <input type="checkbox"/> Above-average computer skills         | <input type="checkbox"/> Ability to meet new people and build rapport easily |
| <input type="checkbox"/> Strong problem-solving abilities      | <input type="checkbox"/> Ability to stand for long periods of time           |

## EDUCATION/EXPERIENCE:

- High school diploma is required.
- Prior experience working in Education or with children preferred.
- A proven customer service focus.

Please email cover letter with resume or direct any questions about the position to:

**Megan Hartman** | Program Manager  
**Junior Achievement of Northern Indiana**  
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