

Volunteer Orientation



By being a JA volunteer and sharing your personal experiences and skills with students from your community, you help them make the connection between what they are learning in school and what they will need to succeed in work and life.

Welcome to
Junior Achievement of South Central PA
Thank You for Volunteering



717.843.8028 | www.jascpa.org

Facts:

JASCPA provides programs to schools in 14 counties. During the 2017-18 school year, JASCPA reached over 93,000 students.

Funding is provided by local businesses, foundations, organizations, and individuals through campaigns, special projects and fundraising.

Local business people, community members and parents are involved annually as classroom participants and/or fundraising volunteers.

JASCPA has been operating since 1961.

Benefits:

Volunteers have the opportunity to give back to the community.

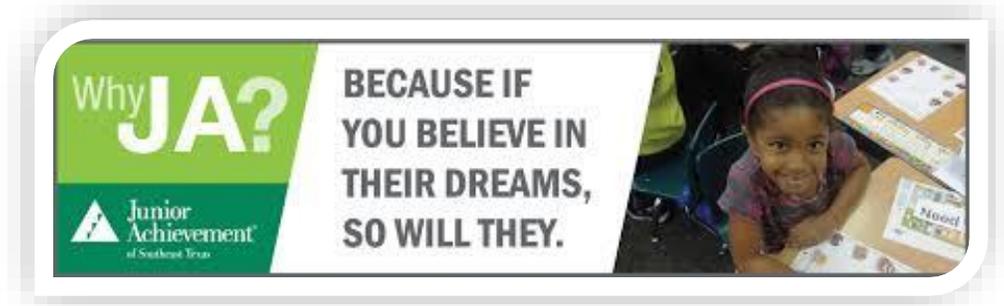
Sponsoring companies have the opportunity to invest in the future workforce.

Students will be prepared for the real world by showing them how to generate wealth and effectively manage it, how to create jobs, which make their communities more robust, and how to apply entrepreneurial thinking to the workplace.

Thank you for choosing to be a JA classroom volunteer! You are about to experience a one-of-a-kind program that will help empower students to believe in themselves and influence them to make a difference in their communities.

Junior Achievement programs empower students to make a connection between what they learn in school and how to apply it in the real world – enhancing the relevance of their classroom learning and increasing their understanding of the value of staying in school.

You will have the opportunity to deliver relevant, hands-on experiences that give students from **kindergarten** through **high school** knowledge and skills in financial literacy, work readiness and entrepreneurship.



Junior Achievement Program Model

- Materials include hands-on activities designed to engage & inspire students.
- Volunteers prepare and present all activities, bringing their real-world experience to the classroom.
- The length of each activity is 30 to 55 minutes. There are **five** sessions/activities for elementary and **six** for middle school.
- Teachers remain in the classroom during the entire Junior Achievement program.
- New volunteers participate in an orientation to receive materials and become familiar with the process.

Junior Achievement seeks to empower young people to own their economic success.

PREPARING FOR YOUR JA PROGRAM

After orientation:

- Reach out to the teacher to introduce yourself via email.
- Schedule your class visits dates and agree upon an allotted time for each visit. Scheduling options:
 - **One per week** (most popular with teachers and volunteers).
 - **Twice per week** (i.e., every Tuesday and Thursday).
 - **Complete in one week** (this requires you to present one session per day, Monday through Friday).
 - If presenting two programs (for example two 2nd grade classes at the same school), you could schedule them **back to back** to eliminate the number of times you need to travel to the school.

If you are unable to reach your teacher, please contact your Program Manager immediately for assistance!

- Email your Program Manager with the dates you will be visiting the classroom.
- Obtain a class roster from the teacher (for table tents or nametags and JA program certificates).
- Review the Master List of Materials page in the guidebook and ensure you have all the materials listed. If you are missing any items, email your Program Manager immediately so we can get you the materials needed.

Within 1 week of each classroom visit:

- Review the session/activity and materials. Understand the objectives as outlined.
- Review the program options and tips (on-line at jascpa.org or on the handout in the kit front pocket).
- View the session video: www.jascpa.org. Click on volunteer at the top. Click on the program name to which you are assigned (JA Ourselves, JA Our Region, etc.) on the left side of the page.
- Practice the session you will be presenting with the materials provided in the kit.
- Plan thoroughly, but know that you can modify your presentation. Be flexible.
- Arrange for any materials you need from the school, such as smartboards, computer access, or school supplies.

On the day of your classroom visit:

- Dress as a teacher or authority figure would dress or dress as you would for work. Look like an “expert”.
- Arrive to the school at least 10 minutes before your expected start time. Sign in at the office and be prepared to your driver’s license. We also suggest that you take copies of your clearances on your first visit. The school may request to see copies.
- Do not enter the classroom until the teacher invites you to enter. The teacher may be finishing a lesson.
- Present the session/activity and do your best to stay within the allotted suggested timeframe.
- Include the teacher in the session/activity (he/she can help organize students in groups, handouts, etc.).
- Be a positive role model, ask open-ended questions and share your work/life experiences.
- Be yourself and have fun!

Following each classroom visit:

- Confirm the date and plans for your next classroom visit with the teacher.
- Take all JA materials with you, unless you make other arrangements with the teacher.

After your final classroom visit:

- Recycle your kit by keeping all unused materials in the bag and leaving the bag at the school office.**
- Email your Program Manager to notify her that you have finished your JA program.
- Complete the email verification form that JA sends to you within two weeks of your last classroom visit.
- Feel great about the time and effort you have given to help make a difference in the students’ lives.
- Encourage others to get involved with JA!

Classroom Management:

Classroom management is typically an area of concern for many volunteers. It is the direct responsibility of the classroom teacher to manage the discipline. **The teacher must remain in the classroom at all times.**

- Leave student discipline to the teacher. Do not hesitate to ask the teacher for tips on how to get the students attention, quiet them down, or gather them into groups.
- Give general directions before separating the class into groups.
- In any contact with a student, the teacher must be present.
- View the JA Elementary Classroom management videos on our website: www.jascpa.org; click on "Programs", "In-Class Programs", and then choose the program you are presenting.

Presenting Strategies:

- Tailor your presentation to meet the needs of the students. Use language, examples and analogies that the students can understand. Avoid using any gender, racial or ethnic stereotypes.
- Discuss with the teacher the best way to work with students with special needs, those who have limited English language skills, or those who have difficulty reading.
- Limit lectures to no more than 5 to 10 minutes. Use the prepared activities to enhance their learning.
- Use the key term cards to introduce a new concept. Keep them in view for the entire session.
- When particular skills are required, provide an example or demonstration before asking the students to solve the problem.
- Circulate among small groups to answer questions and help keep the students on task. Encourage the students to help one another.
- Smile, be yourself, share your life/work experiences.



*"I always seem to get more out of volunteering than I give."
~ Rosemary*

"I would recommend this to my fellow associates as a way to help within the community. Working with Junior Achievement as a volunteer has been a great experience." ~ Diane

"Great program and wonderful session activities. Thanks for making it easy and fun!" ~ George

"This is an excellent program that was well received by the students. Thank you for letting me be a part of Junior Achievement." ~ Melanie

"It was a very positive and wonderful experience." ~ Katie



What is your answer? _____

Quick Reference Guide

Junior Achievement Volunteer and Teacher Roles

	Volunteer	Teacher
During Planning	<ul style="list-style-type: none"> • Contact teacher to set up dates and time for your JA visits. • Email scheduled dates to your Program Manager. • Ask the teacher for a class roster. • Prepare sessions as outlined in the guide. • Discuss food allergies/ acceptable treats 	<ul style="list-style-type: none"> • Respond in a timely manner to volunteer • Allow volunteer to observe class, if requested • Orient volunteer to school and rules • Provide a class roster • Share any special circumstances and/or student characteristics • Discuss food allergies/acceptable treats
During Class	<ul style="list-style-type: none"> • Arrive on time and stay within time limit • Include teacher in sessions • Share relevant life experiences • Present prepared session plan/activity • Be a positive role model 	<ul style="list-style-type: none"> • Remain in the classroom at all times • Handle discipline • Place students in groups, if requested • Assist with activities, if requested • Stimulate class discussion • Link JA material to course content
After Class	<ul style="list-style-type: none"> • Thank teacher • Confirm date/time of next visit • Ask teacher for feedback 	<ul style="list-style-type: none"> • Thank volunteer • Confirm date/time of next visit • Provide feedback • Have the students thank the volunteer