



**TITLE/POSITION:** Capstone Facilitator (Seasonal/Part-time)

**DEPARTMENT:** Education-Capstone

**REGION:** Charlotte

**DATE:** FY19

### **Position Description**

A JA Biz Town Capstone Facilitator supports the daily operation of *JA BizTown* and *JA Finance Park* on a seasonal/part-time basis, 12-30 hours per week; minimum 2 days a week. Hours subject to change based on school/bus schedules, but are typically around 8:30am-2:30pm daily.

### **Core Duties and Responsibilities**

- Work with 75-150 students daily
- Daily set-up and preparation for the day
- Facilitate program in *JA BizTown* and/or *JA Finance Park* during student visits  Work with volunteers and teachers visiting the facility
- Maintain program space, including, but not limited to, general maintenance of the Capstone facility (sanitizing computer keyboards, trash/recycling consolidation to main corridor, daily upkeep of storefronts and volunteer lounge, etc.)
- Assist with volunteer trainings, as needed
- Assist with arrival and departure of students

### **Education & Experience Requirements**

- Experience with/and ability to work with school-aged students
- Passion for service and a positive attitude
- Computer literacy (basic computer functions and Internet familiarity)
- Strong interpersonal and communication skills
- Excellent organizational skills and ability to handle multiple tasks and priorities
- Problem solving skills
- Flexibility—able to think on your feet
- Able to speak in front of, and deal with, large groups of children
- Capable of independently working and have the ability to work as a team member
- Capable of being on your feet for extended periods of time

### **Additional Requirements:**

Candidate must successfully pass a criminal background check prior to employment.