



Junior Achievement of Central Upstate New York's ("JA") purpose is to inspire and prepare young people to succeed in a global economy. JA has operated for more than 50 years in the Greater Rochester region, reaching 14,000 K-12 students annually, providing hands-on and inspiring learning experiences that focus on developing financial acumen, readiness for college and/or the workplace and developing an entrepreneurial mindset. JA programs are delivered by a volunteer from the community who brings relevancy into the classroom or the experiential learning Center (Paychex JA Discovery Center) through their professional and personal experiences.

JA offers a collaborative, inclusive and flexible work environment with competitive benefits and the opportunity to interact with hundreds of community members to positively impact the lives of young people in our Region.

Program Assistant, Paychex JA Discovery Center, part-time

Position Concept: The Paychex JA Discovery Center at Kodak Center in Eastman Business Park is a hands-on, project-based, "capstone" learning experience for students in elementary, middle and high school. The Paychex JA Discovery Center ("JADC") is home to an authentic simulation, where students will put to the test lessons learned in the classroom in JA's Biz Town and Finance Park programs. The JADC is an unprecedented collaboration of industry, business, government, education, and non-profit and will serve more than 12,000 students at full capacity. Reporting to the Director, JA Discovery Center, the Program Assistant of the JADC will be responsible for the program simulation experience at Kodak Center.

Key Areas of Responsibility:

- 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 Director 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.
- 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 Director, 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.

Education/Experience Required:

- Candidates of all degrees, academic certification and/or work experience levels will be considered.
- Must be able to make quick decisions and enjoy working in a fast-paced, student/mentor- based environment.
- Strong critical thinking/risk mitigation skills as it relates to on-site youth programming.
- Facilitation, coaching, and/or presentation experience necessary.
- Listening and creative skills a must.
- Proven history of working successfully in a team environment.
- High attention to detail and customer service, and ability to demonstrate management of multiple priorities.
- The ability to problem-solve in a fast-paced work environment.
- Strong technology skills.

Physical and other Requirements: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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: stand, 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.

Compensation: \$15-\$17 per hour, based on experience. Flexible Schedule, weekdays, 8:30am-1:30pm.

To apply: Please send cover letter and resume to info.jacuny@ja.org.