



516 Tillman Street, Memphis, TN 38112

JA CAREER OPPORTUNITY

JA Capstone Instructional Coordinator (Part-Time)

Junior Achievement of Memphis & the Mid-South is seeking high energy, proactive, detail-orientated individuals to serve as part-time Capstone Instructional Coordinators.

POSITION DESCRIPTION

As a part-time Instructional Coordinator, you will assist with the daily operation of the JA BizTown and JA Finance Park simulation. You will act as a resource to students, volunteers and teachers, and will support the implementation of activities including:

- Facilitate simulation activities efficiently and effectively by managing processes for assigned businesses/groups, including hands on instruction with students;
- Train adult volunteers for their role within the program (this includes presenting to large and small groups, and one-on-one instruction);
- Maintain overall instructional excellence of the program for all stakeholders (sponsors, teachers, volunteers & students);
- Assist with necessary set up of the Capstone facility for student visits and volunteer/teacher training sessions;
- Monitor inventory of simulation supplies;
- Assist Manager with various administrative tasks in support of the program, as needed.

Position Schedule: Instructional Coordinators would be expected to be available an average of 3 days per week during the school year (Sept-May).

Starting Hourly Rate: \$15.25

REQUIREMENTS - DESIRED SKILLS & EXPERIENCE:

- Proven experience working with school-aged children (preferably in the 10-15 age range) in an educational setting
- Detail oriented
- Strong problem-solving skills
- Excellent communication and customer service skills
- Demonstrated ability to work as part of a team in a fast-paced, time-sensitive environment

CONTACT INFORMATION & PROCEDURE:

Please send a resume and cover letter to Janel Bonds at jbonds@jamemphis.org if interested.