

Volunteer Job Description

Job Title: Junior Achievement Classroom Volunteer								
<p>Job Description: Junior Achievement (JA) is the world’s largest organization dedicated to educating young people about business, economics, and free enterprise. JA programs are taught by volunteers in classroom and after-school programs. Volunteers are needed to teach the JA programs within local schools. Volunteers are provided with complete lesson plans and curriculum materials for the class. Each JA lesson includes fun, hands-on activities that are appropriate for a specific grade level. Teachers remain in the classroom while the volunteer is there and JA staff provides continuing support. Volunteers are placed within a classroom and make 5-6 classroom visits consisting of 30 to 45 minutes each. JA provides a one hour training session for every new JA volunteer.</p> <p>Volunteer Qualifications: Interest in working with young people, enthusiasm, ability to get to the school and meet with students during the day, and good planning and communication skills.</p>								
Organization Name: Junior Achievement of Southwest Michigan								
Contact Person: Susan Laws								
Phone: (Day) (269) 343-0860 ext. 29						Fax: (269) 660-6635		
Email: slaws@jaswmi.org								
Location (if different than organization address):								
When Should Volunteers be available (Check all that apply)?							How often should volunteers be available? Once a week for 5 to 6 weeks. Days of the week and times will vary depending on the classroom placement.	
	Mon	Tues	Wed	Thu	Fri	Sat		Sun
Mornings	X	X	X	x	x			
Afternoons	x	x	x	x	x			
Evenings								
Volunteers needed- start date: can start anytime within the school year.	Volunteers needed- end date: Programs run throughout the school year.				Describe work hours: Typically one hour per week for five to six weeks.			
Minimum age: 17	# of Volunteers Needed: as many as possible							