

Instructional Coordinator

Positive role models needed! Are you ready to help students who attend Junior Achievement's BizTown and Finance Park learning labs, build a better future? If so, join our inspiring team! Part time position, 12 - 20 hours per week through May. Weekday shifts only, morning until mid-late afternoon. No weekend, evening, or summer hours. Paid training provided.

Job Responsibilities:

- Set up the daily operations of the learning labs
- Manage the activity, within a team, in the labs
- Provide excellent customer service to each school's students, educators, and their volunteers
- Maintain products and supplies used in the labs
- Assist with general facility cleaning and upkeep of the labs

Qualifications

- Available to work three days per week
- An interest in education and working with school age students
- Able to work in a fast-paced and time-sensitive environment
- Capable of working independently and with a team
- Basic computer skills and problem-solving skills
- Excellent communication skills and reliability

Company Description

Junior Achievement's mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people in financial literacy, work readiness, and entrepreneurship.

For consideration: Send resume, references, and salary requirements to Sharon Peacock, sepeacock@jaky.org