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| <b>APPLICATION DEADLINE:</b>  | 6/2/17                      |
| <b>POSITION TITLE:</b>        | Program Education Intern    |
| <b>DEPARTMENT:</b>            | Education                   |
| <b>HIRING SALARY MINIMUM:</b> | Unpaid                      |
| <b>REPORTS TO:</b>            | Senior Director of Programs |

### **ABOUT JUNIOR ACHIEVEMENT:**

Junior Achievement (JA) is a nonprofit youth organization whose core purpose is to inspire and prepare young people to succeed in the global economy. Junior Achievement moves this mission forward through hands-on programs that promote work readiness, entrepreneurship and financial literacy. Junior Achievement is the recognized leader in "empowering young people to own their economic success®" through volunteer-led, experiential learning. Founded locally in 1950, Junior Achievement of Oregon and SW Washington is an affiliate of Junior Achievement USA which has been a national leader for nearly 100 years in preparing young people for their economic futures.

Working in partnership with K-12 schools, JA delivers vital programming to youth in communities across Oregon and SW Washington. The primary tenets of the JA program model include volunteer-driven programs, hands-on experiential learning, and sequential, age-appropriate curriculum. With the support of over 4,000 business and community volunteers, JA programs will impact approximately 44,000 students in over 1,700 classrooms during the 2016-17 school year. This outreach accounts for over 500,000 hours of JA content and experiences for students throughout our operating area.

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### **ABOUT JA BIZTOWN SUMMER CAMP:**

Set inside an 8,500 square foot replica of an American city, JA BizTown offers hands-on learning experiences that teach kids about careers and what it takes to be an entrepreneur. This dynamic camp involves "real world" simulation experiences where kids get to be adults – they learn about personal finance, create business plans, run businesses, and become entrepreneurs! With a different focus each day of the week, JA BizTown Summer Camp offers unique opportunities for 10-14 year olds to learn about the economics of life.

Weeks: June 26 - 30, July 10 -14, July 31 - August 4 and August 14 -18

### **ABOUT JA NLX SUMMER CAMP:**

In this innovative new program for 14-17 year olds, participants will bridge their personal interests and skills to plan for their future success. While diving in to traits of grit, curiosity, gratitude, and purpose that influence performance, participants will gain proficiencies in the areas of careers, personal finance and entrepreneurship. Set to pilot the week of August 7-11, 2017, participants will explore careers and create innovative social enterprises and more, while delving into personal aptitudes and interests. Participants will go on off-site visits, participate in competitions and develop the 'next-level' performance characteristics to inspire and prepare them for success in the global economy.

Pilot week: August 7-11, 2017

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## **POSITION CONCEPT:**

Supporting the program staff at Junior Achievement, the Program Education Intern will assist with our summer camps, working with volunteers and campers. Over the course of the summer there will be four weeks of JA BizTown summer camp and one week of our pilot program, JA NLX. The schedule during camp weeks is 8:00 AM – 5:00 PM Monday-Friday (about 45 hours per week), with very flexible schedules and minimal to no hours during weeks without campers. The internship is located at 7830 SE Foster Road, Portland OR 97206. Please note that this is an unpaid position. Some snacks and meals will be provided and we will assist with some expenses (ie. transportation). This internship is a great fit for students interested in leading lessons, mentoring, and learning about education and non-profits.

**INTERNSHIP DUTIES:** Program Education Interns will have the opportunity to work closely with students and several staff members, acting to help facilitate summer camp lessons. Our ideal candidates will have excellent communication, interpersonal and organizational skills.

- Leads groups of campers in scripted lesson plans. Group sizes range from 30 campers to small groups of 7-10.
- Assures program quality through working with JA staff, volunteers and campers.
- Assists in preparation for camp each day.
- Communicates with parents and campers appropriately.
- Assists in responsibility for JA BizTown program space; space configuration, and resetting of student materials.
- Assists with computer or printer issues as they arise.
- Occasional Special Event Attendance as needed.

## **REQUIRED SKILLS:**

- Excellent verbal communication and ability to facilitate lessons.
- Strong leadership and interpersonal skills.
- Organization and planning skills.
- Basic knowledge of Microsoft Excel and other Office 360 programs.
- Ability to work well with others and collaborate on ideas.
- Ability to deal with uncertainty.
- Ability/desire to contribute individually, and participate in cross-functional teams.
- Communicates clearly and effectively to the group of volunteers.
- Exceptional attention to detail and commitment to quality.
- Self-motivation in a fast paced environment.
- Computer literacy.

## **EDUCATION/EXPERIENCE REQUIRED:**

Candidates must have a minimum of one-year post-secondary education. Students enrolled in studies of Education, Non-profit development, Communications or Business preferred.

## **TO APPLY:**

Send resume with cover letter to:

Gina Huntington

Junior Achievement of Oregon & SW Washington

7830 SE Foster Road

Portland OR, 97206

[ghuntington@ja-pdx.org](mailto:ghuntington@ja-pdx.org) (submissions via email preferred)

This position description in no way states or implies that these are the only duties to be performed by the Intern occupying this position. Interns will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.