



**INSPIRING  
YOUTH**

**Position Title:** Finance Park Coordinator

**Department:** Programs

**Reports to:** Capstone Director

**Summary:** Full-Time Non-Exempt (occasional early morning, evenings, and weekends required)

**Organization Summary:**

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future, and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego associates are known for their passion for the JA mission to empower youth and drive to building a bright future for San Diego. JA San Diego offers a collaborative, innovative and inclusive work environment.

**Finance Park Background:**

Finance Park is a paperless, high-tech learning center that helps middle and high school students imagine who they want to be in the future and gives them hands-on tools and skills to plan for a financially secure future. Finance Park helps students build a foundation upon which they can make lifelong intelligent financial decisions, including decisions related to income, expenses, savings, and credit. Students participate in 6-13 in-class sessions on financial literacy that culminates in a visit to our Mission Fed JA Finance Park facility.

**Job Function:**

The Finance Park Coordinator facilitates and delivers the Finance Park program workshops and simulations, which includes our traditional school-based model, summer camp, JA For Everyone, and other community-based partnerships. This includes the day-to-day operations of the park, which work closely with the students, teachers, volunteers, and community-based partners to provide an experiential learning opportunity focused on financial literacy and career readiness.

**Responsibilities:**

- Coordinate the day-to-day operations of the Mission Fed JA Finance Park Program including virtual workshops, adaptation of curriculum, and the experiential 4.5-hour simulation.
  - Under the direction of the Capstone Director, responsible for the planning, development, and execution of the JA San Diego Finance Park Program including curriculum delivery, volunteer engagement, educator communication, and program’s experiential simulation.

- Build a solid knowledge of the JA Finance Park Curriculum, adapting implementation of the JA Curriculum and innovation new ways of delivery of content (virtually and in-person) to middle and high school students.
- With the support of the Capstone Director, responsible for the organization and management of the Mission Fed JA Finance Park schedule.
- Cultivate relationships with volunteers, teachers, and donors to build an understanding of community needs and adapting JA curriculum to fit the needs of the communities we serve.
- Assure program quality through pre- and post-program evaluations and use the feedback to improve program delivery.
- Provide feedback, program materials, and resources to volunteers, teachers, and community partners.
- Oversee the volunteer orientations, training, and engaging volunteers to support with meeting program goals.
- Other projects as required, including event support on weeknights, weekends, and holidays.

**Qualifications:**

- Bachelor's degree or equivalent work experience in education and/or program management
- Minimum of 1-2 years of experience working with youth, preferred experience working with middle or high school students.
- Strong presentation, written, and communication skills
- Ability to multi-task, be self-motivated and problem-solve in a fast-paced and focused environment
- Strong time management skills, organized and detail oriented
- Flexible with time; able to be on feet for long periods of time.
- Initiative to recognize and anticipate problems, and propose potential solutions
- Demonstrated experience delivering superior customer service
- Team player with a positive and enthusiastic attitude
- Ability to occasionally lift 20 pounds.

**Benefits:**

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long-term disability insurance (employee paid)
- 401k plan with employer match
- PTO, Sick time, and paid time off for major holidays

**To Apply:**

Send cover letter with salary requirements and resume to: D'Jay Scott at [dscott@jasandiego.org](mailto:dscott@jasandiego.org)

*This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*