



INSPIRING  
YOUTH

**Position Title:** Senior Capstone Associate

**Reports to:** Capstone Coordinator

**Summary:** Part-Time or Full-Time (24-40 hours/week), Non-Exempt

**Compensation Range:** \$19.00 - \$23.00

**Job Function:**

The Senior Capstone Associate supports the BizTown and Finance Park Capstone programs by taking the lead on working closely with the students, teachers, and fellow team members to facilitate the function and flow of the program and on-site simulation. This position also assists with the daily non-simulation duties by supporting the Capstone Coordinator and Capstone Director with various administrative duties and projects that support the capstone programs.

**Responsibilities:**

- Assure program quality through positive interactions with all constituents (students, educators, volunteers, and staff) in BizTown and Finance Park.
- Conduct volunteer training as well as leading student instruction throughout the day. Certain days will call for only providing volunteer training and up to the BizTown Opening Town Hall Meeting.
- Be the main contact and provide leadership for the BizTown/Finance Park staff when working the floor.
- Inspect equipment/facility and notify BizTown Coordinator of any maintenance needs and assist with any IT issues.
- Provide consistent feedback on program materials and program implementation.
- Upkeep of BizTown and Finance Park supply room, including laundry.
- Be the main contact and provide leadership for volunteer support.
- Train new Capstone Associates and monitor them throughout the training process in coordination with the Capstone Coordinator.
- Update, track, and activate the BizTown/Finance Park software each day when necessary.
- Prepare and track BizTown/Finance Park materials for school pickup, including any and all copies of local materials.
- Assist the BizTown/Finance Park Coordinator with ordering materials from JA USA and other partners.
- Assist with creation and implementation of workshop/academy/standalone programs.
- Co-Lead for the JA Summer Camp programs which will include creation, implementation, communication with parents and campers, data management and assistance with hiring and training of camp counselors.
- Support to office staff for entering BCRM data for the BizTown/Finance Park program when needed.
- Work directly with BizTown/Finance Park coordinators to ensure timely and accurate communication with educator liaisons to provide information regarding curriculum, program implementation, and simulation date information.
- Uphold quality standards for the organization (i.e. honesty, integrity, excellent customer service).
- Perform various duties as assigned and as the need arises.

**Qualifications:**

- High School Diploma AND experience working with youth required.
- Strong oral and written communication and comfortable speaking in front of a crowd.
- Excited about working in a fast-paced, energetic environment.
- Flexible, adaptable, detail-oriented, and strong problem-solving skills.

**PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk and be active during the simulations for up to 7.5 hours per day, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift (up to 20 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.