Junior Achievement™ of San Diego County

INSPIRING YOUTH

Position Title: Senior Program Associate (Education Initiatives)
Department: Programs
Reports to: Program Coordinator
Summary: Full-Time (40 hours/week), Non-Exempt (regular early mornings, evenings, and weekends required)

Compensation Range: $25.00 - $28.00 per hour

Job Function:

The Senior Program Associate (Education Initiatives) is the operational lead for the Mission Fed JA Finance Park simulation and a key support for JA San Diego's full portfolio of middle and high school programs. Working closely with students, educators, volunteers, and fellow team members, this position runs the day-to-day function and flow of Finance Park, from simulation-day setup and volunteer training through student facilitation, technology, materials, and facility readiness.

Beyond JA Finance Park, this position supports the delivery of other middle and high school programs, including JA Company Program, JA Titan, JA Take Stock in Your Future, and the competitions and events tied to these programs, as needed or directed by leadership. This position also supports delivery of JA For Everyone and JA Scouts Personal Management Merit Badge workshops. The Senior Program Associate also leads JA Camp operations for the JA Finance Park and middle/high school program area, and partners with the other program departments to provide consistent, high-quality program experiences across the Programs department.

Responsibilities:

JA Finance Park Operations

- Serve as the on-site operational lead for Mission Fed JA Finance Park, making sure each simulation day runs smoothly from setup and opening through debrief and close-out.
- Lead student instruction and facilitation throughout the simulation and conduct volunteer orientation and training on simulation days.
- Be the main point of contact and provide floor leadership for Program Associates and volunteers during simulations.
- Assure program quality through positive interactions with all constituents (students, educators, volunteers, and staff).
- Update, track, and activate the JA Finance Park software and devices each simulation day; troubleshoot first-line technology issues and escalate as needed.
- Inspect equipment and facility, notify the Program Coordinator of maintenance needs, and follow through to resolution.
- Maintain JA Finance Park supplies and inventory and assist the Program Coordinator with ordering materials when necessary.
- Work with the Program Coordinator to ensure timely and accurate communication with educator liaisons about curriculum, program implementation, and simulation dates.
- Support the collection of pre- and post-program evaluations and provide consistent feedback on program materials and implementation to improve delivery.

JA Middle & High School Programs and Competitions

- Support the delivery and logistics of middle and high school programs, including JA Company Program, JA Titan, JA Take Stock in Your Future, JA For Everyone, JA Scouts Personal Management Merit Badge workshops, and other programs, as needed or directed by leadership.
- Support the planning and day-of execution of competitions and events related to these programs, including setup, materials, scheduling, student and educator check-in, and volunteer and judge coordination.
- Prepare, distribute, and track program kits, materials, and resources for classrooms and community partners.
- Assist with in-class, virtual, and in-person facilitation of sessions and workshops as needed.
- Assist with the creation and implementation of workshops, academy, and standalone programs.

Direct-to-Family Programs (JA Camp, JA For Everyone, JA Scouts Personal Management workshops)

- Lead the planning and day-of operations of direct-to-consumer programs, including JA Camps, JA For Everyone, and JA Scouts Personal Management Merit Badge workshops, for the Finance Park and middle/high school program area.
- Manage the registration process from start to finish: set up events, track enrollment and capacity, send confirmations and reminders, and keep waitlists.
- Serve as the primary contact for parents/guardians and participants, including pre-event communications, day-of check-in and check-out, and follow-up.
- Adapt JA curriculum for workshop and camp formats. For merit badge workshops, make sure the content and completion of paperwork meet badge requirements, and coordinate with Scout leaders and counselors as needed.
- Manage participant data, including registration, attendance, required forms and waivers, and post-program reporting.
- Help recruit, hire, train, and supervise camp counselors and workshop volunteers.
- Coordinate with the Senior Program Associate supporting JA BizTown to keep registration, communication, and staffing practices consistent across all direct-to-family programs.

Team Leadership & Administrative Support

- Coach new Program Associates and monitor them throughout the training process in coordination with the Program Coordinator and serve as a go-to resource for the associate team.
- Enter and maintain program data in D365 accurately and on time.
- Provide cross-coverage for JA BizTown and other programs as needed.
- Uphold quality standards for the organization (i.e., honesty, integrity, and excellent customer service).
- Perform various duties as assigned and as the need arises.

Qualifications:

- High School Diploma AND experience working with youth required; experience with middle or high school students preferred.
- Experience leading peers, volunteers, or camp staff preferred.
- Experience with event registration, customer service, or communicating with parents/families preferred.
- Strong oral and written communication and comfortable speaking in front of a crowd.
- Comfortable with technology, including tablets, program software, and basic troubleshooting.
- Strong organization and time management, with the ability to juggle multiple programs, events, and deadlines.
- Excited about working in a fast-paced, energetic environment.
- Flexible, adaptable, detail-oriented, and strong problem-solving skills.
- Availability for regular early mornings, evenings, and weekends to support competitions, events, and camps.

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 simulations, camps, and events 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 50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

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: Linda O'Connell, loconnell@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.