



Junior
Achievement™
of Memphis and the Mid-South



**EVERY
CHILD
WORLD
READY.**

OUR **VOLUNTEERS**



Dear Volunteer

Thank you for choosing to serve with Junior Achievement of Memphis and the Mid-South. We are grateful to have you join our team and community as we strive to empower students across Memphis and the Mid-South. Our volunteers play a vital role in helping us to achieve our goals. With your help, we have the capacity to change thousands of lives as we work together to support our vision of *Every Child, World Ready*.

Learning opportunities aren't limited to the kids, though. Volunteers can also take away valuable skills from the programs they facilitate. JA provides a space to build your public speaking and leadership experience, and gain new insight on your career from a classroom full of fresh eyes.

We hope that your volunteer experience with us will be a rewarding one, and once again, welcome and thank you!

With Gratitude,

Leigh Mansberg
President/CEO



**WELCOME &
THANK YOU**



**EVERY
CHILD
WORLD
READY.**



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Mission, Vision, and History

Junior Achievement's purpose is to inspire and prepare young people to succeed in a global economy.

The envisioned future - what we aspire to become. Junior Achievement maintains an active vision, front and center, on how we can have a positive impact on the lives of more students - guided by our core values:



BELIEF in the boundless potential of young people



COMMITMENT to the principles of market-based economics and entrepreneurship



PASSION for what we do and honesty, integrity, and excellence in how we do it



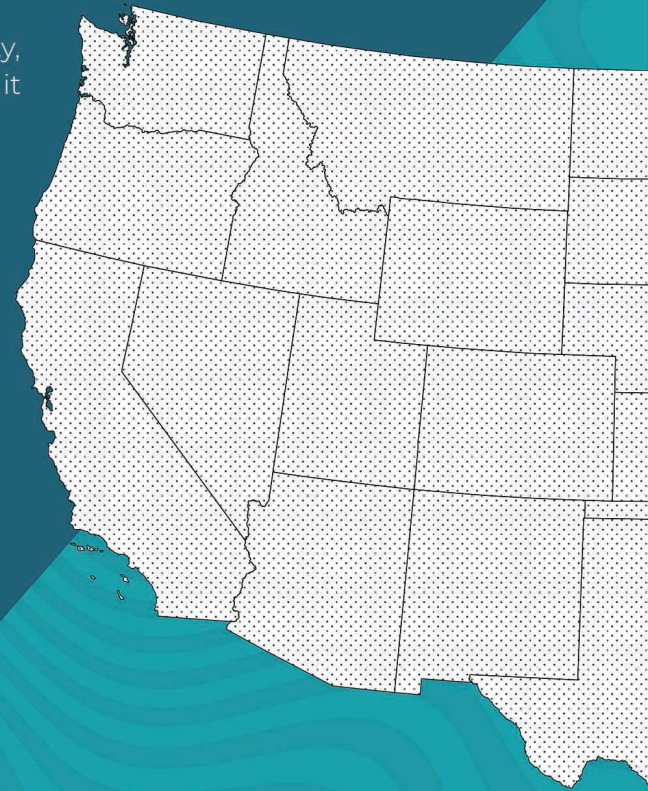
RESPECT for the talents, creativity, perspectives, and backgrounds of all individuals



BELIEF in the power of partnership and collaboration



CONVICTION in the educational and motivational impact of relevant, hands-on learning.

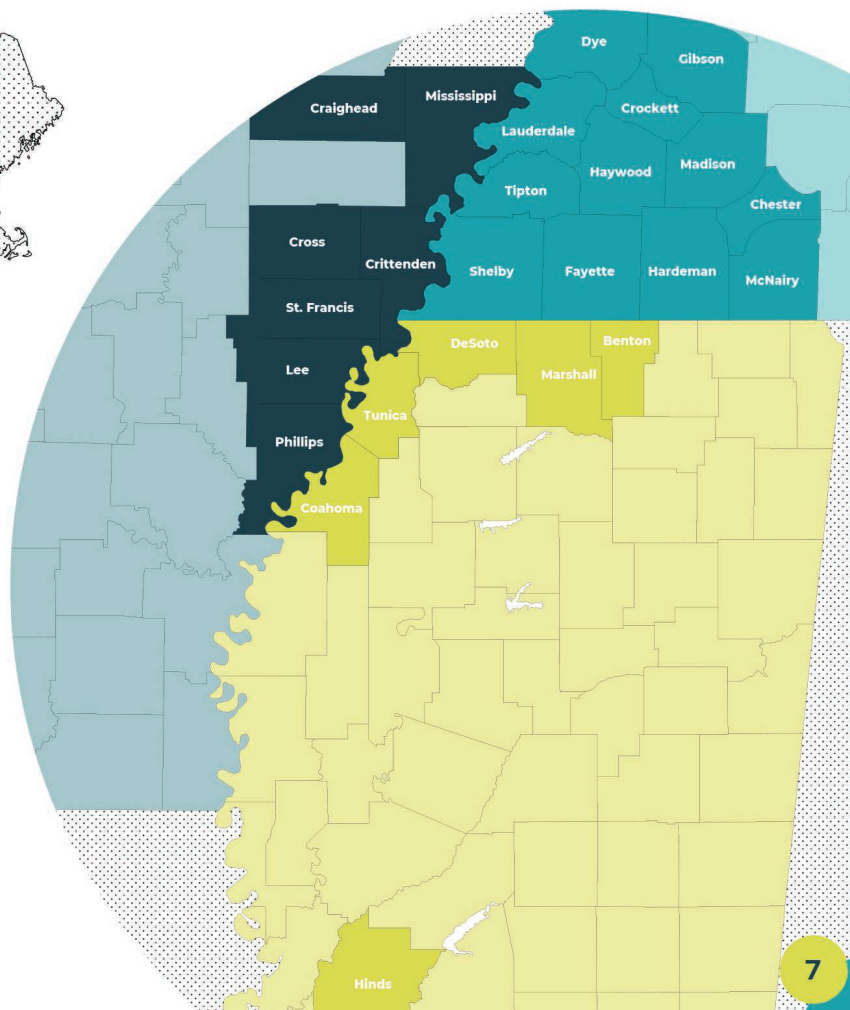
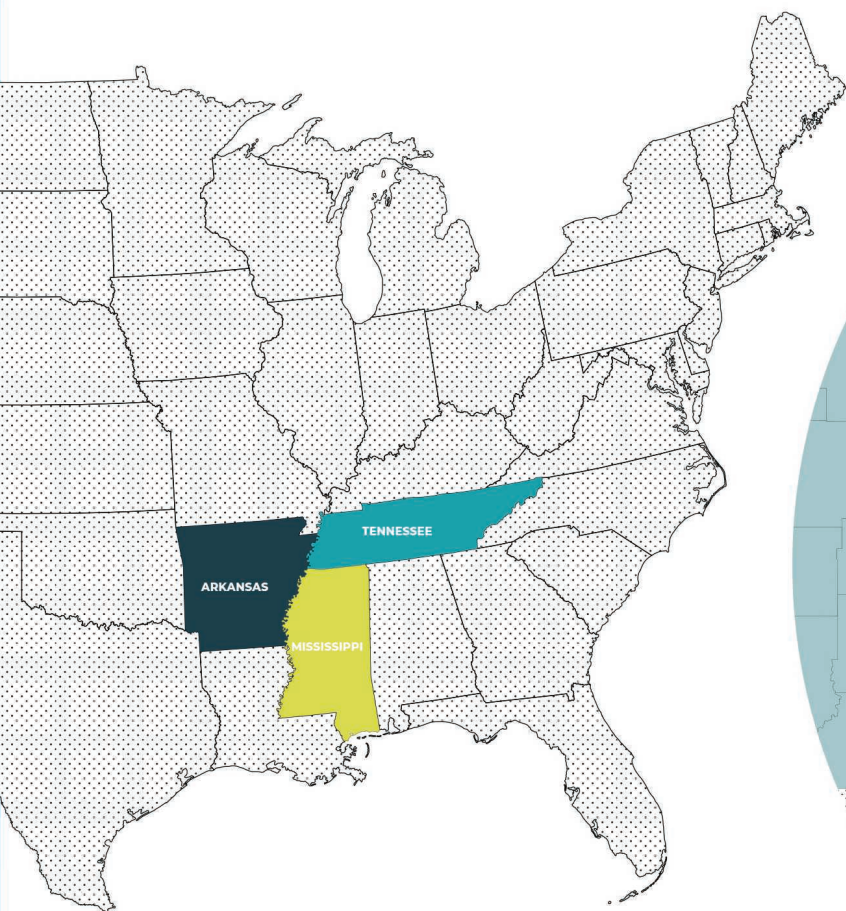




JUNIOR ACHIEVEMENT OF MEMPHIS AND THE MID-SOUTH

empowers children to be world ready and engaged members of their communities **so they may lead independent lives and attain their dreams.**

WE CURRENTLY SERVE 25 COUNTIES ACROSS 3 STATES:






Volunteer Overview

By being a Junior Achievement volunteer and sharing your personal and professional experiences and skills with students from your community, you help them make the connection between what they are learning in school and what they will need to succeed in work and life.

Junior Achievement gives you an opportunity to impact young people in your community in a positive way with simple-to-implement programs on financial literacy, work readiness, and entrepreneurship. This will empower young people to own their economic success.

Volunteers receive training as part of their volunteer service with JA. All volunteers must complete orientation and training.

**IMPACT
YOUNG PEOPLE
IN YOUR
COMMUNITY.**



Volunteer Orientation provides an overview of JA, its mission, history and goals. Each volunteer will participate in a scheduled orientation. The orientation is designed to provide a framework for volunteering. This includes:

- Providing the information needed to effectively navigate JA and the volunteer role
- Having access to a point person who can answer questions

Volunteer training is provided by the program manager for a particular program placement. The training details the skills and knowledge needed to be a successful volunteer. Volunteer training focuses on:

- The specific details of each volunteer's unique role.
- Helping volunteers learn about the systems and processes related to their role.
- Introducing volunteers to the team members they'll be working with or supporting.
- Creating access to the tools and resources volunteers will need as part of their role.



Volunteer Opportunities

JA Building Blocks (Elementary School)

JA in a Day

JA in a Day is a one-day presentation of JA's traditional elementary programs, where volunteers work in teams to teach an entire school of K-5 students. This program is designed for volunteer groups and is a great way to encourage team building.

JA Capstone Experiences (Middle School)

JA BizTown (5th & 6th grade)

JA BizTown combines in-class learning with a day-long visit to a simulated town. This program allows elementary and middle school students to operate banks, manage restaurants, write checks, and vote for mayor. BizTown helps students connect the dots between what they learn in school and the real world. Volunteers are needed for the 4-5 hour simulation experience.

JA Finance Park (7th grade)

JA Finance Park helps students in seventh grade build a foundation on which they can make intelligent financial decisions that last a lifetime, including decisions related to income, expenses, savings, and credit. This educator-led classroom curriculum culminates with a visit to JA Finance Park, where students engage with volunteers and put into practice what they've learned by developing a personal budget.

JA Inspire (8th grade)

JA Inspire is a unique career exploration program for eighth grade students that culminates each spring at the JA Inspire Career Expo. This program is designed for students to take ownership of their futures while engaging with industry experts to learn about high-wage and fast-growing careers in our regional economy. JA Inspire brings together a variety of employers and thousands of students to create an immersive experience that exposes students to different careers and the skills needed to pursue a future in these industries.

JA Skill Builders (High School)

JA Career Speaker Series

The JA Career Speaker series invites guest speakers to visit classrooms and share information about their career, work, and education experience. Students gain first-hand knowledge about careers from specific industries and career clusters.

JA Subject Matter Experts

JA Subject Matter experts share their knowledge and experiences related to one of JA's three pillars: entrepreneurship, financial literacy, and work and career readiness. Volunteers visit a classroom for a one class period, either before a JA program, as an introduction or after the program is delivered to reinforce content learned. This volunteer experience works with grades 9-12.



**EMPOWER
YOUNG PEOPLE
TO OWN THEIR
ECONOMIC
SUCCESS.**

Job Descriptions

01

Junior Achievement CLASSROOM VOLUNTEER

Reports to:

Program Manager

Time Required:

Depends on the program

Overview of Position:

Lead Junior Achievement program(s) from our current program model - Building Blocks, Capstones, and Skill Builders - by following a guidebook through discussions, activities, and games that teach students innovative ways to earn and save money, skills needed to be successful in the world of work, and how to turn an idea into a profitable business.

Specific tasks:



Lead a specific Junior Achievement program from our current program model based upon grade level.



Prepare lessons as outlined in the Junior Achievement Volunteer and Teacher Guide.



Follow turn by turn guidebook, to lead the games, discussions, and activities with students.



Share relevant life experiences with students.



Be a positive role model for students.



Complete forms verifying course completion and evaluating the program.

Training Requirements:

- Orientation with Junior Achievement Community Engagement Manager
- Training with Junior Achievement Program Manager

Requirements:

- Background Screening
- Ability to effectively communicate with students
- Must have reliable transportation to and from assigned school.

Benefits to the Volunteer

- Opportunity to enhance public speaking and leadership skills
- Satisfaction in knowing today's youth have learned skills that will be beneficial going into the future

02

Junior Achievement CAPSTONE VOLUNTEER

Reports to:

Manager, Capstone

Time Required:

One day for five hours

Overview of Position:

These engaging, hands-on programs introduce 5th-7th graders to economic concepts, workplace skills, and personal and business finances in a simulated city built for young students. Volunteers help between four to seven students.

Specific tasks:

- ✓ Help oversee an individual business, which will be led by students.
- ✓ Guide and direct students throughout the day.
- ✓ Conduct "business meetings" in a small group setting (All directions are provided!)
- ✓ Check student checkbooks and deposit slips for accuracy.
- ✓ Monitor a business to ensure students are accomplishing assigned tasks and job responsibilities.
- ✓ Assist with displaying merchandise, pricing, and selling.
- ✓ Encourage the CFO to keep up with his/her business accounting.
- ✓ Make sure students go on their breaks and return from their breaks.
- ✓ Help ensure the safety and security of the students.

Training Requirements:

- Orientation
- Online Training Session
- Training with Junior Achievement Manager, Junior Achievement BizTown

Requirements:

- Background Screening
- Ability to effectively communicate with students

Benefits to the Volunteer

- Satisfaction in knowing today's youth have learned skills that will be beneficial going into the future



Volunteer

Policies & Procedures

As a volunteer, we feel it is imperative to help you adjust to your role with Junior Achievement. This handbook is designed to help answer questions about the policies, procedures and expectations of Junior Achievement.

Code of Conduct Involving Interactions with Children and Youth

Junior Achievement is committed to the safety and protection of children and youth. This Code of Conduct applies to all staff, employees, and volunteers who represent Junior Achievement and who interact with children or youth in both a direct and/or unsupervised capacity.

We should be aware of our own and other persons' vulnerability, especially when working alone with children and youth, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility. This includes seductive speech, jokes or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for children and youth at all times.

We must show prudent discretion before touching another person, especially children and youth, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. Junior Achievement personnel and volunteers are prohibited at all times from physically disciplining a child.

Physical contact with children can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a child or young person are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another staff member or supervisor is notified about the meeting.

We must intervene when there is evidence of, or there is reasonable cause to suspect, that children and youth are being maltreated in any way. Suspected abuse or neglect must be reported to the appropriate organizational and civil authorities.

Staff and volunteers should refrain from the illegal possession and/or illegal use of drugs and/or alcohol at all times, and from the use of tobacco products, alcohol and/or drugs when working with children. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept or give gifts to children without the knowledge of their parents or guardians.

The organizational contact for questions about or reports of breaches of this Code of Conduct is Leigh Mansberg.

In the event that a child or youth is in immediate danger, and a supervisor is not available, call the The Tennessee Department of Children's Services as mandated by law to investigate reports of suspected child abuse and neglect. If you live in Tennessee, immediately report your suspicions online at <https://apps.tn.gov/carat/>. You can also call the Tennessee Child Abuse Hotline at 1.877.237.0004 and notify Junior Achievement staff as soon as possible.

Following are numbers to call if the suspected abuse or neglect is happening in other states outside of Tennessee:

Desoto County, Mississippi: 1.662.429.1480

Mississippi (other than Desoto): 1.800.222.8000

Arkansas: 1.800.482.5964

For all other states, call: 1.800.422.4453

Junior Achievement will not discharge or in any manner retaliate or discriminate against any person who, in good faith, submits a report, expresses a concern, or reports a breach of any of the behaviors contained in this Code.

All incidents will be investigated and the employee/volunteer reporting the incident will be informed of the outcomes.

Background Screening

The safety of our students is Junior Achievement's first priority. Volunteers are required to complete a background screening prior to volunteering. Your privacy is important to us. If volunteers are flagged for any reason, the volunteer will be evaluated on a case by case basis following best practice guidelines for Junior Achievement.

Drug-Free Policy

Junior Achievement of Memphis and the Mid-South is committed to maintaining a drug-free learning environment. The unlawful manufacture, distribution, dispensing, possessing, or use of drugs, alcohol, or controlled substances, including marijuana, is prohibited.

Smoke-Free Policy

Junior Achievement of Memphis and the Mid-South is a smoke-free organization. Smoking is not permitted within Junior Achievement's offices or at Junior Achievement activities or events.

Disaster Recovery

Junior Achievement of Memphis and the Mid-South has a disaster recovery plan that is updated regularly to ensure that we can recover from any incident with a minimal amount of disruption. In the event of a disaster, outside of office hours, you will be telephoned at home.



Volunteer FAQ

What is Junior Achievement?

Junior Achievement (JA) is the world's largest organization dedicated to equipping students in grades K-12 with the skills needed to effectively manage money, prepare for the workforce, and start businesses. Our experiential programs help prepare young people for the real world by showing them how to generate wealth and effectively manage it, how to create jobs that make our communities more robust, and how to apply entrepreneurial thinking to the workplace. Students put these lessons into action and learn the value of contributing to their communities. JA's unique approach allows community volunteers to deliver our curriculum while sharing their experience and expertise with students. Our classroom volunteers transform the key concepts of JA's lessons into a message that inspires and empowers students to believe in themselves, showing them they can make a difference in the world. JA programs align with state and national curriculum standards. Junior Achievement of Memphis and the Mid-South is our area's local office, reaching students in Memphis and surrounding counties, Northern Mississippi and Eastern Arkansas.

What will I be teaching?

You will be delivering programs created by professional curriculum development staff at JA USA. JA programs begin at the elementary school level, teaching children how they can impact the world around them as individuals, workers and consumers. JA programs continue through the middle grades and high school, focusing on the key content areas of financial literacy, work and career readiness, and entrepreneurship.

What are the qualifications?

No prior training is needed to be a JA volunteer. You just need enthusiasm, good communication skills and a desire to make a difference. We'll provide all the materials and training you need before you enter the classroom.

What type of training is involved?

Volunteers must complete volunteer orientation and volunteer training prior to their service.

What age group would I teach?

We'll match you with a grade level of your choice (kindergarten through 12th grade), or program interest.

Do I need to create the lesson plans and activities?

No. All the lesson plans and activities for use in the classroom or in our JA experiential learning labs are created for the volunteers and detailed in an easy-to-follow guidebook. We'll also provide you with all of the materials necessary to teach the program or lesson.

What resources are available to help me prepare to volunteer?

The easy-to-use materials include a volunteer guide with teaching scripts, activities and vocabulary words. We also have many volunteer resources available online.

Will I be alone in the classroom?

No, the teacher will always remain in the classroom to assist with any issues that may arise. The volunteer presents each activity to the students; the teacher is present to provide classroom management, offer insight into the class and to help out if the volunteer needs assistance.

How much time will it take to teach JA programs in the classroom?

Each elementary school program consists of five (30-45 minute) lessons that can be delivered in a multi-visit format or all in one day ("JA-in-a-Day"). The middle and high school programs have five to seven (45 minute) lessons, depending on the JA program. Volunteering in one of the JA learning labs in Memphis is a one-time, 4.5 hour experience.

**FREQUENTLY
ASKED
QUESTIONS.**

How much time will it take to prepare for each separate learning activity?

JA at a local school/classroom: It is best to allow at least a half hour to prepare for each 30-45 minute lesson. This is probably more time than you need, but each program is different and requires different preparation. As you become familiar with the program format and activities, it will take less time to prepare. Training for JA experiential learning lab is one hour and takes place the morning of your volunteer experience.

Can I volunteer at my child's school?

Yes, if an opportunity is available. We make every effort to place you where you feel most comfortable. Sometimes there are more requests than openings. In that scenario, we'd ask that you volunteer in another school/classroom where there is a need.

How do I get JA into my child's school?

We are always looking for "ambassadors" to help us expand into more schools. If there is not a JA program in your child's school, please contact JA to see how you can help.

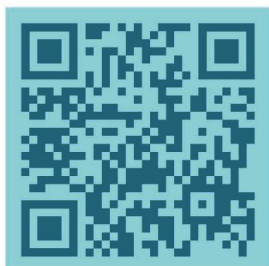
Is JA taught during the school day?

JA offers after-school programs, but core programs are taught during school hours. The days/times for elementary school programs are agreed upon between the volunteer and teacher; for middle and high school programs the days/time may be predetermined.

What are the benefits of being a JA volunteer?

Volunteering with JA not only helps to inspire and prepare local students, it can also strengthen your communication, self-confidence, coaching, leadership, presentation, facilitation and time management skills. Companies that encourage employees to volunteer with JA enhance their image by demonstrating their commitment to educating today's youth and supporting the local community.

➤ Become a **Volunteer**



www.jamemphis.org



**Junior
Achievement™**
of Memphis and the Mid-South

CONTACT US

To get started, contact us at
volunteer@jamemphis.org.

Junior Achievement of Memphis and the Mid-South
516 Tillman Street
Memphis, TN 38112