



Simulation Specialist

Reports To: Simulation Manager

Status: Part-time/Non-Exempt

ORGANIZATION SUMMARY:

Junior Achievement of Central Carolinas (JACC) is a non-profit organization that's purpose is to inspire and prepare young people to succeed in a global economy. JA Central Carolinas' educational programs offer an equitable approach to next generation pathways and focus on empowering young people in three areas — financial literacy, entrepreneurship, and work readiness. A dedicated network of corporate and community volunteers allows us to positively impact thousands of students in the classroom, on campus at JACC/s TowneBank Opportunity Headquarters (HQ) or by means of remote learning.

POSITION DESCRIPTION:

The Simulation Specialist is responsible for facilitating and supporting JA BizTown[®] and JA Finance Park[®] onsite student experiences at the TowneBank Opportunity Headquarters. The HQ is a 30,000 sq. ft facility that has the potential to serve 30,000 students annually with financial literacy programs that combine in-class curriculum with a capstone simulation. This position is an integral part to the strategic priorities of JACC for growth and expansion, while providing authentic learning experiences for students that align to state standards and teach the principles of entrepreneurship, financial literacy, and work and career readiness.

KEY RESPONSIBILITIES:

- Assure program quality through positive interactions with all participants – teachers, adult volunteers, and students.
- Prepare simulation environment by logging into computes and tablets, setting out paperwork and other supplies, etc.
- Warmly welcome volunteers and provides support to volunteers throughout the day.
- Dynamically facilitates simulation schedule utilizing scripted speeches.
- Exhibit showmanship and a natural stage presence in front of large groups and on a microphone.
- Manage simulation experience by following documented procedures and processes.
- Support and guide students in their learning.
- Inspect and notify Simulation Manager of any maintenance needed for equipment or the facility.
- At the end of the day, reset the facility for the next simulation day by putting out simulation paperwork, supplies and equipment.
- Assist with inventory management of program supplies to contribute to overall expense control.
- Ensure all volunteers and educators have been thanked for their participation and asked to provide simulation feedback.
- Identify and suggest program improvement ideas to the Simulation Manager and implement approved ideas.
- Maintain cleanliness and organization of the facility so every day is like the first day.
- Attend scheduled events and meetings, as requested.
- Other duties as assigned by Simulation Manager.

QUALIFICATIONS:

- **Required:** Proven work experience in a professional environment working with students ages 11-15; ability to create strategies to balance multiple tasks in a fast-paced setting, works well in a team environment, strong computer skills; proficiency in customer service including problem-solving, decision-making, troubleshooting and communication skills.

THE PACKAGE:

Compensation will be commensurate with experience. This position is based out of the administrative offices at JACC's TowneBank Opportunity HQ in Charlotte, North Carolina.

EQUAL OPPORTUNITY EMPLOYER:

JA Central Carolinas is committed to being a diverse and inclusive workplace. All qualified applicants receive consideration for employment without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, physical disability, or length of time spent unemployed.

TO APPLY:

Please send cover letter and resume to ctaylor@jacarolinas.org. Application will remain on file for 60 days.