



## **JA Mobile Discovery Center Manager**

Reports to: Program Director

Status: Full Time, Exempt

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### **PRIMARY RESPONSIBILITIES:**

#### **PROGRAM QUALITY**

- Ensure the implementation of the JA BizTown and JA Finance Park curriculum in partner school districts is executed according to established school district Memorandums of Understanding.
- Manage program calendars for JA Mobile Discovery Center and ensure capacity is being fully utilized, proactively addressing any scheduling or resource conflicts.
- Effectively communicate program requirements to educators and school administrators.
- Serve as contact to coordinate all logistics with schools for their JA Mobile Discovery Center day and to set appropriate expectations, ensuring they are met.
- Facilitate onsite volunteer training (60-90 minutes) and provide guidance throughout the simulation to 20-40 volunteers. Help them coach students by applying their personal experiences within the simulation.
- Emcee the onsite simulation (approx. 4.5 hours) in front of 100+ (students/volunteers) Monday – Friday on scheduled dates. Must exhibit showmanship and a natural stage presence in front of large groups and on a microphone.
- Design and execute a best-in-class learning experience during student JA BizTown and JA Finance Park visits at the JA Mobile Discovery Center locations, aligning simulations with curriculum learning objectives and creating authentic application opportunities.
- Manage onsite engagement of up to 150 students per day by facilitating daily activities, coordinating daily simulation schedule, and managing other logistics to ensure completion of simulation.
- Deliver a consistent, high-quality, high-energy experience every JA Mobile Discovery Center day of operation each program year.
- Maintain accurate records for student/class registrations and ensure data is documented within the JA CRM in a timely manner.

#### **PROGRAM SUSTAINABILITY**

- Assist in developing and executing JA Mobile Discovery Center teacher and volunteer recruitment plans to meet or exceed annual student impact goals.
- Help develop and deliver partnership presentations to new districts, schools, organizations, and prospective teachers and volunteers.
- Recruit teachers and volunteers, conduct trainings, solicit feedback, manage recognition efforts, and maintain compliance documentation.
- Manage and support relationships with volunteers, teachers, and community partners.



- Provide teachers with tools to implement curriculum and ensure students are prepared before coming on site, assure program quality, foster positive school relations, and develop the yearly planning calendar.
- Conduct inventory tracking for all simulation resources (tablets, props, storefronts, program materials, etc.).
- Set up simulation software, including storefront customization. Provide technical support and troubleshoot common issues with simulation software and/or storefront technology.
- Collect required program forms and complete daily reports in a timely manner.
- Ensure a constant state of operational readiness through walk-throughs, observations, and inspections.
- Prep and reset to ensure program resources and all essential materials for students and volunteers are prepared and ready prior to arrival.
- Utilize non-program days (e.g. summer) to innovate and elevate the current student programs as well as strategize program growth.

### **CONSTITUENT EXPERIENCE**

- Deliver a best-in-class experience for every student, volunteer, educator, and guest that participates in The JA BizTown and JA Finance Park programs in the classroom and at the JA Mobile Discovery Center locations.
- Support schools and teachers with the implementations of in-class curriculum to ensure that students are adequately prepared for the JA BizTown and JA Finance Park simulations, developing and managing resources as needed.
- Steward partner brands within the JA Mobile Discovery Center to provide a strong return on investment.
- Embody organizational culture and reflect guiding principles to build strong working relationships with peers.

### **SAFETY & SECURITY**

- Be an expert in all onsite emergency and safety procedures.
- Take an active role in the onsite emergency procedures, including guiding constituents to safety during an emergency or drill.
- Prioritize constituent safety at all times.

### **EDUCATION/EXPERIENCE:**

#### Required

- Bachelor's degree in related field or equivalent combination of education and experience
- 3+ years' relevant work experience
- Candidates of all degree and academic certification levels will be considered
- Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong cross-functional team collaboration, communication, and presentation skills



- Ability to think strategically as well as make quick and sound decisions
- Strong computer skills; high level of customer service
- Ability to manage data appropriately and efficiently. Proven proficiency in Microsoft Office Suite products, specifically, Word, Excel, Outlook, and Power Point. Demonstrate comfort and experience using a customer relationship management or comparable database.
- Experience working effectively in a fast-paced environment
- Valid driver's license and ability to drive within the JA of Central IL service area
- Ability to remain in a stationary position or walk nearly 100% of the time
- Ability to regularly move and set up items weighing approximately 30 lbs. or more

#### **CORE COMPETENCIES:**

- **Influence Others:** Provide sound rationale for recommendations; generate enthusiasm for ideas by tapping into shared values. Promote own positions and ideas with confidence and enthusiasm even in the face of resistance.
- **Build Relationships:** Adjust interpersonal style to a variety of people and situations; cultivate networks with people across a variety of functions within and outside the organization.
- **Support Business Strategy:** Demonstrate an understanding of JA's mission, vision and overall strategies; align own activities with organization's goals and strategies.
- **Drive for Results:** Consistently achieve work objectives; readily put in time and effort required to achieve goals. Work to resolve routine, unexpected problems.
- **Demonstrate Adaptability & Resourcefulness:** Overcome obstacles and constraints without becoming discouraged; maintain a positive outlook and sense of humor in difficult situations.
- **Make Sound Decisions:** Identify novel solutions to old problems; come up with new ways of looking at problems, processes, or solutions. Define reasonable alternatives; focus on important information without getting bogged down in unnecessary detail.

**Salary:** Commensurate with experience. JA offers a benefits package for full time employees.

**Application Instructions:** Email resume, cover letter, and 3 professional references to: [education.centralil@ja.org](mailto:education.centralil@ja.org) by October 21, 2024, for full consideration. Candidates selected for interviews will be contacted. No phone calls, please.

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