

YOUTH PROGRAM MANAGER – JA BizTown

CLASSIFICATION: Full-time, Exempt
LOCATION: Kansas City, Kansas, Hybrid
REPORTS TO: Senior Capstone Manager

POSITION & ORGANIZATION OVERVIEW:

The Youth Program Manager will manage JA BizTown, a signature program of Junior Achievement of Greater Kansas City (JAKC), ensuring an impactful experience for all stakeholders. This position will lead JA BizTown for all of the program operations including, but not limited to, the execution of day-of simulation experience, training of teachers, scheduling and data tracking of program experience, and supervision of part-time supporting staff. This position is critical to ensuring a quality experience for all stakeholders, including but not limited to, students, educators, funders, and volunteers, while upholding the program quality and integrity.

Junior Achievement teaches kids crucial financial decision-making skills and cultivates their entrepreneurial mindset, helping them find their passion and design a promising career. With over a century of success, JA is the leader in experiential learning; redesigning the K-12 education experience to create economic opportunity and mobility for all youth.

JA BizTown, *presented by CommunityAmerica Credit Union*, is a signature program of JAKC, serving upper elementary and middle school students from across the KC region. This unmatched learning experience allows students to interact in a simulated economy and take on the role of employee, consumer and engaged citizen. The journey begins in the classroom with intentional curriculum that culminates with a day at JA BizTown. Students put what they have learned in the classroom into action, through real world learning, practicing how to become a valuable member of the local workforce and community.

ROLES & RESPONSIBILITIES:

- Assure program quality and integrity through effective communication with program stakeholders, exceptional customer service, sharing of program updates, and evaluation tools.
- Support teachers with programming, curriculum delivery and training leading up to the field trip capstone experience to ensure a quality experience.
- Actively recruit and support schools and volunteers to participate in the JA BizTown program.
- Supervise JA BizTown simulation supporting staff, including execution of onboarding, training, and supervision.
- Oversee JA BizTown scheduling and data collection, ensuring database and program calendars are up to date and communicating relevant information to the team.
- Develop and implement a customer-focused program delivery for all stakeholders to increase program retention and stakeholder satisfaction.
- Ensure collection and reporting of data, testimonials, and program highlights with the appropriate departments to support reporting on program impact and outcome reporting.
- Manage JA BizTown inventory process, including ordering and delivery materials in a timely manner.
- Work closely with other JAKC staff to ensure a high-quality experience for all stakeholders, providing real-time feedback and improvements to ensure a quality experience.
- Other duties as assigned

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Bachelors degree or equivalent professional experience required
- 3-5 years professional experience, preferably in a K-12 educational setting
- Excellent organizational, written, and verbal skills
- Exceptional public speaking and presentation skills
- Detail oriented and committed to meeting deadlines
- Strong interpersonal skills
- Works well independently and as part of a team
- Ability to adapt to shifting priorities and manage multiple deadlines
- Ability to problem-solve in a fast-paced work environment
- Knowledge of Microsoft Office programs, including Outlook, Word, and Excel
- Must be able to stand for long periods of time and able to lift up to 30 lbs.

In addition to the above requirements, candidate must have a valid driver's license and proof of current vehicle insurance; commit to follow all agency policies; carry out the essential functions of the position with, or without, accommodation; and demonstrate cultural competence and support JAKC mission, beliefs, and values.

COMPENSATION AND BENEFITS:

The Youth Program Manager position is an outstanding opportunity to join a growing, mission-driven organization. Junior Achievement of Greater Kansas City offices are located in a newly remodeled, state-of-the-art facility centrally located in Kansas City, KS. The organization offers a fun, welcoming workplace with high employee engagement as our top priority.

JAKC offers a competitive compensation package including health insurance, generous paid time-off, 401k, and other benefits. Salary considerations start at \$48,000, with education and experience considered.

ADDITIONAL INFORMATION:

This position offers the opportunity for a hybrid work model and flexibility in scheduling. This role is generally Monday through Friday, day hours. The Youth Program Manager role is expected to work onsite at a minimum of 80% of the time and 20% of time may be worked remotely with an agreed upon schedule. On days that the JA BizTown program is running onsite, this position is required to be onsite at 7:00AM. Otherwise, a flexible schedule may be arranged as agreed upon with supervisor.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

JAKC's success depends on our ability to create a diverse, equitable, and inclusive environment. We're committed to attracting, developing, retaining, and promoting a diverse workforce and infusing DE&I throughout all our internal practices. Every JAKC employee brings diverse talents to our work, and we encourage people from underrepresented backgrounds and all walks of life to apply.

APPLICATION INSTRUCTIONS:

Interested applicants should submit a cover letter and resume to Jennie Masuch, Senior Capstone Manager, via e-mail at jmasuch@jagkc.org. Please put "Youth Program Manager" in the subject line. Applications will be reviewed on an ongoing basis through April 5th, 2024 and the position will be open until filled.