CEO

1. Delivers speech at Opening Town Meeting.
2. Meets with personnel from other JA BizTown businesses when they visit.
3. Supervises employees and business operations.
4. Fills in for employees on break and assists employees as needed.

CFO

1. Processes payroll and distributes employee paychecks.
2. Submits business loan and makes loan repayments.
3. Pays business expenses.
4. Deposits business income.
5. Assists with other business duties when employees are on break.

Senior Financial Planner

1. Greets customers.
2. Helps customers understand investing and how money grows over time.
3. Leads an investment activity with Mariner customers.
4. Oversees the Financial Planning team.

Financial Planner 1

1. Greets customers.
2. Plays a game with customers to help them understand investing.
3. Assists other teammates during busy times or while on breaks.

Financial Planner 2

1. Greets customers.
2. Plays a game with customers to help them understand investing.
3. Assists other teammates during busy times or while on breaks.

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CFO

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5. Assists with other business duties when employees are on break, and if time is available.

Energy Efficiency Manager

1. Teaches customers about Kilowatt Meters.
2. Leads customers through an activity about energy consumption and conservation.
3. Advises other businesses on the importance of energy conservation and ways to save energy.

Renewable Energy Engineer

1. Builds a windmill using snap circuits.
2. Helps citizens draft a personal Energy Pledge reminding them to conserve energy.
3. Builds pinwheels to distribute to JA BizTown citizens.

Marketing Manager

1. Markets the Green Rewards program to JA BizTown businesses.
2. Creates an advertisement that highlights the importance of renewable energy resources and energy conservation.

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Insurance Advisor 1	**Insurance Advisor 2**
1. Educates customers on the importance of insurance. 2. Sells home, auto, medical, and pet insurance. 3. Acts as a SelectQuote brand ambassador by smiling and having fun.	1. Educates customers on the importance of insurance. 2. Sells auto, medical, home, and pet insurance. 3. Acts as a SelectQuote brand ambassador by smiling and having fun.
Business Insurance Advisor	**Sales Manager**
1. Educates CEOs on the importance of business insurance. 2. Processes business insurance transactions. 3. Distributes business insurance certificates.	1. Educates customers about the importance of insurance. 2. Helps process transactions. 3. Acts as a SelectQuote brand ambassador by smiling and having fun.

Mayor	CFO
1. Conducts surveys for Citizens of the Day and Best Quality Business. 2. Prepares and gives speeches at Town Meetings. 3. Thanks teachers and volunteers for their service to JA BizTown. 4. Oversees U.G. City Hall employees and operations. 5. Assists JA BizTown citizens.	1. Submits Business Loan and makes loan repayments. 2. Processes payroll and distributes employee paychecks. 3. Pays business expenses. 4. Keeps record of business expenses and payments.
Election Commissioner	**Building Official**
1. Sets up voting software. 2. Promotes voting and encourages citizens to vote. 3. Runs polling site and check voter registrations. 4. Hands out "I Voted" stickers to citizens who vote.	1. Completes safety audits of JA BizTown businesses. 2. Reports safety audit results (areas of improvement) to business CEOs. 3. Keeps record of businesses who pass safety inspections.
Business License Manager	**County Treasurer**
1. Reviews business license applications. 2. Awards business license certificates. 3. Ensures businesses are properly licensed. 4. Fines businesses who do not have their license.	1. Completes personal taxation form for citizens. 2. Prepares and sends tax bills. 3. Records payment of all taxes and ensures taxes are paid.
Public Works Manager	**Animal Services Officer**
1. Ensures all JA BizTown storefronts are recycling. 2. Completes the recycling survey and learns about JA BizTown recycling habits.	1. Captures stray animals around JA BizTown. 2. Runs the U.G. City Hall animal shelter and oversee the adoptions of pets.

Postal Worker
1. Delivers mail to JA BizTown citizens.
2. Encourages friendly letter writing to JA BizTown citizens and volunteers.

Student Entrepreneur 1 – CEO	**Student Entrepreneur 2 – CFO**
1. Delivers speech at opening town meeting. 2. Meets with other CEOs. 3. Supervises business operations and other employees. 4. Fills in for others when they go on break.	1. Submits business loan and makes loan repayments. 2. Processes payroll and distributes employee paychecks. 3. Pays business expenses. 4. Keeps record of business expenses and payments.
Student Entrepreneur 3	**Student Entrepreneur 4**
1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers.	1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers.
Student Entrepreneur 5	**Student Entrepreneur 6**
1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers.	1. Assists teammates in running the business. 2. Assists customers and processes sales. 3. Advertises products/services the business offers.

CEO	CFO
1. Delivers speech at Opening Town Meeting.	1. Submits business loan and makes loan repayments.
2. Meets with personnel from other JA BizTown businesses when they visit.	2. Processes payroll and distributes employee paychecks.
3. Supervises employees and business operations.	3. Pays business expenses.
4. Fills in for employees on break and assists employees as needed.	4. Keeps record of business expenses and payments.

Marketing Director	Corporate Partners Director
1. Identifies a promo plan to sell Royals tickets.	1. Sells Royals sponsorships to other businesses.
2. Monitors ticket sales.	2. Negotiates sponsorship contracts with sponsor businesses.
3. Adjusts promo plan as needed.	3. Collaborates with CFO to collect sponsorship payments.
4. Records sales numbers and tracks data.	4. Maintains sponsorship signage and displays.
5. Assists the Ticket Sales Director as needed.	

Sales Director	Sales Manager
1. Identifies a promo plan to sell Royals merchandise.	1. Helps to choose a promo plan to sell Royals merchandise.
2. Sells merchandise to Royals fans.	2. Help sell merchandise to Royals fans.
3. Reports revenue updates to the CFO and Marketing Director throughout the day.	3. Assists sales director.

CEO	CFO
1. Processes business Loan Applications. 2. Monitors business loan repayments. 3. Prepares and gives speeches at town meetings 4. Meets with personnel from other businesses when they visit. 5. Supervises employees and business operations.	1. Processes business loan applications. 2. Monitors business loan repayments. 3. Processes payroll and distributes paychecks. 4. Keeps record of business expenses and payments.
Member Service Coach	**Financial Well-Being Coach**
1. Greets customers. 2. Processes paychecks and accepts personal deposits. 3. Disburses cash to customers. 4. Records customer personal account transactions. 5. Assists financial well-being coaches in urging customers to open high interest savings accounts.	1. Greets customers. 2. Assists member service coaches in processing paychecks and accepting personal deposits. 3. Transfers funds to customer high interest savings accounts. 4. Records customer savings account transactions. 5. Leads customers through savings activity.

CEO	CFO
1. Delivers speech at Opening Town Meeting. 2. Meets with leaders from other businesses. 3. Fills in for employees on break and assists employees as needed.	1. Submits business loan and makes loan repayments. 2. Processes payroll and distributes employee paychecks. 3. Keeps record of business expenses and payments.
Architect	**Estimator**
1. Chooses materials to use to build a building. 2. Works with the estimator to establish a project budget. 3. Works with teammates on a building project.	1. Determines the cost of a project based on selected materials. 2. Solves math equations to determine a budget. 3. Works with teammates on a building project.
Customer Solutions Specialist	**Superintendent**
1. Sells construction projects to other JA BizTown businesses. 2. Works with the superintendent to ensure projects are completed on time. 3. Assists superintendent and workers with completion of project.	1. Leads construction projects happening around JA BizTown. 2. Meets with storefronts to ensure satisfaction. 3. Keeps JE Dunn projects running according to timeline.

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CFO

1. Submits business loan application and makes loan repayments.
2. Processes payroll and distributes employee paychecks.
3. Pays business expenses.
4. Keeps record of business expenses and payments.

Child Life Specialist

1. Prepares patients for wellness visits.
2. Helps patients feel comfortable in a medical setting.
3. Collaborates with the rest of the medical team.

Nurse

1. Assesses patients by checking their height, temperature, and pulse.
2. Records patient health information on their chart.
3. Discusses patient information with pediatrician.

Patient Access Representative

1. Greets patients and checks them in.
2. Collects payment for wellness visits.
3. Directs patients to the proper area to receive care.

Pediatrician

1. Assesses patients.
2. Provides guidance to patients.
3. Writes prescriptions as needed.
4. Charts patient data.

Researcher

1. Creates a lung model.
2. Demonstrates how asthma affects the lungs.
3. Educates Children's Mercy visitors.

Community Health Worker

1. Assesses businesses for allergens and contaminants.
2. Helps businesses reduce exposure.
3. Makes recommendations to businesses.

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Inspector	**Product Engineer**
1. Inspects product once it has been manufactured. 2. Ensures product meets quality standards. 3. Tests product to ensure it works properly and is ready to be sold. 4. Puts a sticker on products that have passed inspection.	1. Disassembles products. 2. Checks products for defects and parts that are broken or missing. 3. Sorts defective product from good product. 4. Separates product parts into bins and prepares for the manufacturing process.
Technician	**Sales Director**
1. Checks product parts. 2. Sets aside product that does not work. 3. Reassembles products and prepares them for sale.	1. Assists customers. 2. Processes sales. 3. Helps with product manufacturing.

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CFO

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2. Processes payroll and distributes employee paychecks.
3. Keeps record of business expenses and payments.

Florist

1. Creates flower arrangements according to customer orders.
2. Keeps workspace organized and presentable for customers.

Sales Associate

1. Greets customers.
2. Assists customers and helps them find products.
3. Processes customer transactions.
4. Keeps merchandise clean and organized for customers.

Store Manager

1. Tracks inventory for all departments.
2. Determines when to have sales and sale prices.
3. Assists all employees and fills in for them while they are on break.

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Retail Sales Manager	**Engineering Specialist**
1. Oversees the retail portion of the storefront. 2. Processes transactions. 3. Assists customers. 4. Tracks inventory. 5. Keeps the storefront stocked, clean, and organized.	1. Performs server maintenance for all JA BizTown businesses. 2. Solves problems with teammates. 3. Ensures that JA BizTown businesses know what Meta offers to others.

CEO	**CFO**
1. Delivers speech at opening town meeting. 2. Meets with personnel from other businesses. 3. Supervises employees and business operations. 4. Fills in for other employees while on break.	1. Submits business loan and makes loan repayments. 2. Processes payroll and distributes employee paychecks. 3. Keeps record of business expenses and payments. 4. Deposits business income (cash) at CommunityAmerica Credit Union.

Cashier	**General Manager**
1. Greets customers. 2. Assists customers in making purchases. 3. Answers customer questions. 4. Processes transactions. 5. Keeps workstation clean, organized, and presentable for customers.	1. Assists with setup and display. 2. Keeps supplies stocked. 3. Wipes down tables and chairs. 4. Ensures café space is clean and inviting during the lunch hour. 5. Assists with product packaging.

Head of Culinary	**Catering Manager**
1. Assists with setup and display. 2. Assists customers in making purchases and packages products. 3. Determines how much product to make with General Manager. 4. Experiments with new recipes.	1. Sells bulk orders to businesses. 2. Delivers orders to customers. 3. Assists with business operations.

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Card Creator	**Sales Associate**
1. Greets customers. 2. Designs personalized cards. 3. Sells personalized cards. 4. Keeps the store clean and organized for customers. 5. Assists customers in finding what they need. 6. Assists the sales associate(s) as needed.	1. Greets customers. 2. Assists customers in finding what they are looking for. 3. Answers customer questions. 4. Processes transactions. 5. Assists the restock associate as needed.

CEO	CFO
1. Delivers a speech at the opening town meeting. 2. Meets with personnel from other JA BizTown businesses when they visit. 3. Raises money for United Way through donations from other businesses. 4. Fills in for employees on break and assists employees as needed.	1. Processes payroll and distributes employee paychecks. 2. Submits business loan and makes loan repayments. 3. Pays business expenses. 4. Assists with other business duties when employees are on break, and if time is available.

Account Executive	Community Impact Program Officer
1. Greets visitors. 2. Sells raffle tickets to JA BizTown citizens to win a book for their classroom. 3. Sells United Way pins and stickers to JA BizTown citizens. 4. Market United Way's offerings to JA BizTown citizens. 5. Assists other teammates as needed.	1. Greets visitors. 2. Empowers JA BizTown citizens to be leaders. 3. Educates visitors on the impact they can have in their community. 4. Encourages visitor participation in the activities in United Way's storefront. 5. Assists other teammates as needed.

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Interpretation Manager	**Animal Care Specialist**
1. Writes script for animal chat using facts about the animal. 2. Teaches guests about animals on display. 3. Teaches guests how they can help conserve wildlife habitats.	1. Chooses animals for exhibits 2. Sets up exhibits 3. Prepares diets for animals 4. Cleans up area at end of shift
Guest Relations Manager	**Guest Relations Associate**
1. Greet customers. 2. Process transactions. 3. Tracks zoo attendance. 4. Fills in for Guest Relations Associate on break and assists as needed.	1. Greets customers. 2. Processes transactions. 3. Tracks zoo attendance. 4. Fills in for Guest Relations Manager on break and assists others as needed.

Veterinarian

1. Checks animal health records.
2. Performs microscope work.
3. Issues medicine to animals.
4. Checks animal welfare.
5. Collaborates with animal care specialist to learn about animals.

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Data Center Manager	**VP of Sales**
1. Helps build a data server rack. 2. Checks maintenance logs to ensure the data center is running smoothly. 3. Conducts security sweeps to ensure the data center is secure.	1. Greets visitors. 2. Sells QTS merchandise to customers. 3. Sends business server bills to each JA BizTown business.
Head of Security	**Utility Manager**
1. Leads a password creation game for customers. 2. Conducts security sweeps to ensure the data center is secure. 3. Ensures all people check into the data center appropriately.	1. Learns about and educates others on data center power sources. 2. Budgets power for the data center to keep it up and running. 3. Assists other positions as needed.

Coming Soon!