



Junior Achievement®

Special Events / Program PAID Internship (UTC)

Position Description (300 Hours) Winter / Spring 2016

Departments: Special Events / Programs

Reports To: President

Position Concept:

- * Assist the Special Events Director with 2 special events
- * Assist the Program Director with “JA in a Day” & “JA Job Shadow” events
- * Teach a Junior Achievement program in a local elementary school
- * Attend Board Meetings & Committee Meetings (when available)

Special Events Job Description

- Assist and attend “Big Bids” Auction Party – Sat., February 6, 2016
Set-Up / Decorate / Attend Event / Clean-Up (Noon – Midnight)
- Assist and attend “Spirit of Achievement” Awards Luncheon –Tues., March 15, 2016
Set-Up / Decorate / Attend Event / Clean-Up (8:00 a.m. – 3:00 p.m.)
- Recruit new auction items
- Photography of auction items
- Assist w/Meet & Greet photos with Keynote Speaker
- Organize Special Event & Auction closets
- Telephone / email reminder to auction and luncheon event volunteers

Program Job Description

- Assist Program Director during “JA in a Day” and “JA Job Shadow” events (Set-Up, Photography & Pack-Up) – See Attached Calendar
- Assist the Program Director in the recruiting/retaining of volunteers, the training of new volunteers, and the coordination of placement (scheduling and location) of all trained volunteers;
- Assist Program Director with “Lunch & Learn” education events at local businesses.
- Telephone / email reminder to classroom volunteers
- Travel to local classrooms to photograph JA volunteers teaching (program quality)
- Teach the Junior Achievement program in a local elementary school
- Attend committee meetings (when available)

Job Requirements

- Must be a student working towards a Bachelor’s Degree in Business, Education, Non-profit Management, Human Resources Management or Child & Family Studies.
- Must have basic computer literacy (typing skills, operational understanding of Windows and Office)
- Must be able to work a minimum of 10-15 hours per week
- Must be able to work extended hours for special events / JA in a Days / JA Job Shadow
- Must be able to lift a minimum of 50 lbs.

The position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract.