



# In-School Program & Lemonade Day Manager

## Elkhart County

### COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences.

JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believe in the power of collaboration.

### POSITION:

The In-School Program & Lemonade Day Manager assures the quality and effectiveness of the delivery of In-School and Lemonade Day programming, manages the volunteer and teacher experiences, and ensures all program activities meet quality and program implementation models and standards. **This position is 40 hours per week and is located in Elkhart, IN.**

### PRIMARY RESPONSIBILITIES:

- Collaborate with the Development Director, Capstone Manager, and board to identify appropriate program offerings for the area.
- Renew school/educator commitments and recruit new schools. Coordinate with educators to schedule the delivery of programs.
- Identify, recruit, train, and coordinate the volunteer experience.
- Implement orientation/training programs. Secure location, schedule attendees, provide program materials and resources to volunteers and teachers.
- Assure quality of program through phone calls, emails, class monitoring, participant servicing, and evaluation instruments.
- Implement volunteer and educator appreciation opportunities.
- Ensure program quality and adherence to JA USA and Lemonade Day implementation standards during classroom experiences and events
- Collaborate with Development Director to ensure grant and sponsorship promises are fulfilled.
- Provide a high quality of customer service and support to all stakeholders involved in the program.
- Submit data for class verification in BCRM by deadlines.
- Meet with In-School Program team on a regular basis.
- Attend local JA fundraising events.
- Work with Development Director on the preparation of monthly board meetings.
- Attend monthly board meetings as directed by Development Director.
- Other duties as assigned; including some early mornings, weeknights, and weekends.

### SKILLS:

- Excellent communication skills
- Ability to manage multiple priorities
- Organized and detail oriented
- Advanced computer skills
- Strong problem solving abilities
- Proven excellent reasoning and judgement
- Ability to work in a team environment
- Ability to meet new people and build rapport easily
- Self-motivated
- Ability to discover new opportunities

### EDUCATION/EXPERIENCE:

- A Bachelor's degree or equivalent experience preferred.
- Previous volunteer recruitment and/or sales experience preferred.
- Previous experience in education a plus.

Please email cover letter with resume or direct any questions about the position to:

**Hayli Beck | Vice President of In-School Programs**

**Junior Achievement of Northern Indiana**

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