

Volunteer Guide

Thank you for sharing your time and experience in helping Junior Achievement empower young people to own their economic success. Students have a strong curiosity about the world. You can bring your experiences and guidance to them as they begin to explore future careers.

This guide offers an outline and suggestions for you to share with students while visiting their classroom virtually. You may wish to use props, tools, or pictures that are representative of your job if they help you explain your work. Consider wearing your uniform, if one is required in your job. If you need to share your screen with students, please let the teacher know.

Presentation Outline

Presentation time for grades K-2 (10-15 minutes)

Presentation time for grades 3-6 (20-25 minutes)

Presentation time for grades 7-12 (30-40 minutes)

1. **Introduce yourself - Talk about you, your job, and company**

Students are interested in hearing your stories and seeing your examples. Select a few stories to tell students from the “Choosing a Career” or “Landing a Job” categories below. Select stories and use visuals that will leave students with a lesson or a take-away message. When choosing your story, ask yourself, “What did I learn from my experience?” and try to tell your story in a way that will help students understand that message.

This experience is designed to be interactive. Pause frequently during your story and involve the students in the conversation. Prompt students to participate by asking open-ended questions and wait before you supply the answers. Pause periodically for questions. If needed, your teacher will help to engage the students too.

Choosing A Career

- What are some of the things you liked to do when you were young? Do any of those interests or hobbies relate to what you do today?
- What did you enjoy doing in school when you were young? For example, did you like art or math? How do those interests and skills relate to the work you do today?
- How many different types of jobs have you had? Did all of them relate to your current position?

VIRTUAL CAREER DAY



Building a Career

- What does your day-to-day work look like? What do you do? What do you love about your work?
- When you have a decision or problem at work, how do you go about solving it?
- What is your work ethic? Why is your work ethic important to you and how has it helped you in the job?
- Have you gotten a promotion or job change that taught you a valuable lesson?

2. Wrap It Up (5-10 minutes)

Ask students to tell you a fact or an idea they have learned from your time with them.

Ask who might be interested in doing your job someday.

Ask students what questions they have for you.

*Your teacher can assist in facilitating questions too.

Be prepared to answer some of the following questions from the students

What is your favorite thing to do at work?

What is the hardest part?

Where did you receive training?

What are the skills needed to do your job?

How many days do you work each week?

Do you work indoors or outdoors?

Do you work with a team?

How much do you make? (Prepare to share a salary range or an hourly wage.)

Classroom Tips

*Keep your message short and stay on topic

*Keep in mind the age level of your audience

*Any visuals to present help to make the presentation engaging

*Watch your time during the presentation and allow time for questions in the end

Reach out to your JA contact if you have any questions!

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