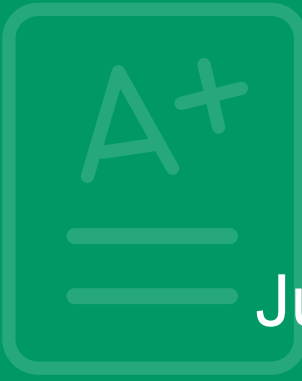


I'm beaming in to a classroom to share my experiences.

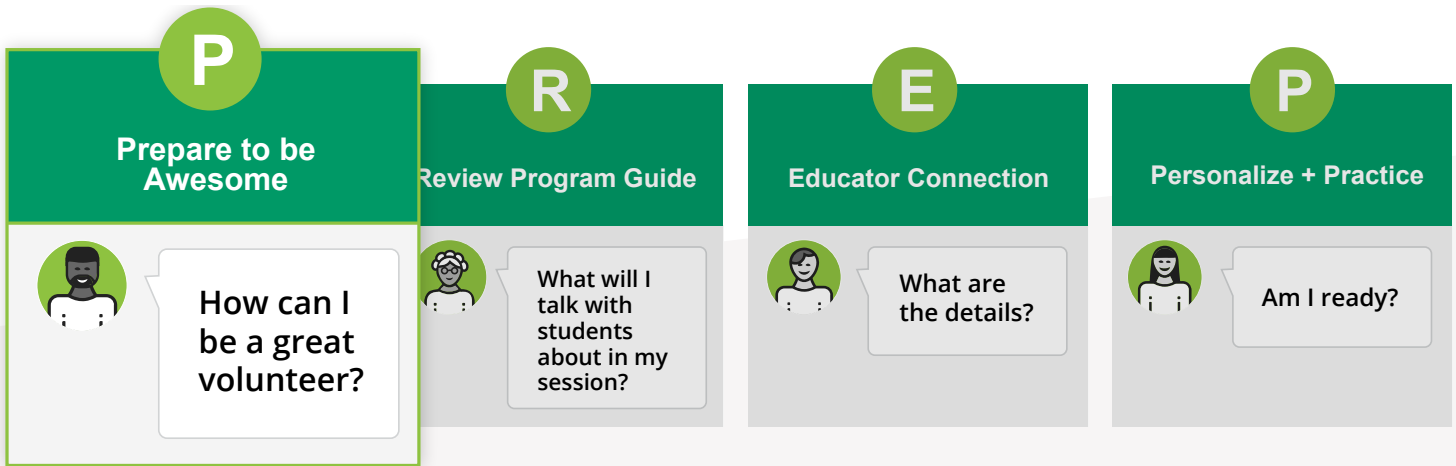


Prepare to be an awesome Junior Achievement volunteer.



Where am I in my volunteer journey?

This guide will give you the basics to being an awesome volunteer.



Keep reading to learn more about your volunteer experience.



You're going to be awesome!

Here's what you need to know to get started:

- [Your role on the Junior Achievement team](#)
- [Tips to connect with students](#)
- [Tactics to connect with students](#)
- [Supporting diversity, equity, and inclusion as a JA volunteer](#)
- [How to be awesome, virtually](#)
- [Safety guidelines](#)
- [What's next?](#)
- [Thank you!](#)



Skip to a section with the links above or follow me to continue.



→ Your Role on the Junior Achievement Team.



1

Present content

2

Act as a role model and mentor.

3

Share personal/ professional experiences related to the content.

Who else will you interact with? ←



Educator's Role

- Help manage students, the classroom, and logistics.
- Inform volunteers about classroom norms, procedures, and resources.
- Host the session through a virtual platform (e.g., Zoom, WebEx, Skype, Google Hangouts) and invite you to join the classroom.
- Set up and control virtual breakout rooms, chat, and video.



Students' Role

- Ask questions.
- Think about how this applies to own life.



Junior Achievement's Role

- Provide a guide to help you prepare and share.
- Provide training.

Tips to Connect with Students

Depending on what grade you're teaching, connecting with students could look differently.

What to expect:



Elementary

Students learn well through stories and examples.

Middle School
Students make connections based on personal interests and experiences. They respond well to authenticity and real-world examples.



High School

Many high school students are forming their work and consumer experiences and can draw from these examples when they engage with Junior Achievement. They respond well to respect and coaching.

1

Introduce yourself.

Look into the camera and smile, or have a fun virtual background that introduces yourself.

2

Set a positive tone.

Say, "I'm excited that I get to spend the day with you." Give a tour of your home office.

3

State learning objectives.

Remember: Students need to know why the content is relevant and how they will use it in real life. Relating the content to your own life makes it more relatable for students.

4

Determine prior knowledge.

Say, "We are going to talk about entrepreneurship. What do you already know?" Open a shared document where everyone can post ideas or create a poll.

5

Use students' names.

Ask students to share their name before speaking, make extra large name tags, or type their names.

6

Geek out!

Don't be afraid to go down the rabbit hole with students by discussing a topic that interests them. Share a photo or an object that brings your point to life.

7

Use positive reinforcement.

Use emojis, like thumbs-up, in the chat to give positive validation.

8

Try fun attention-getters.

- *"If you can hear me, clap once."*
Students clap once.
- *"I need your voices off and your eyes on me in 5, 4, 3, 2, 1."*



1 Diversity

Diversify examples.

Plan examples that connect with students of different backgrounds from your own. For example, use the names of stores, restaurants, and shops in the school's neighborhood or examples that might appeal to students of a particular cultural background.

Encourage colleagues of diverse backgrounds to volunteer.

Since students need diversity in their role models, help out with recruitment.

2 Equity

Notice your patterns.

Make sure you call on students of all backgrounds. For example, are boys and girls both participating at similar rates? If you keep a student roster handy, you can make note of who responds and then engage students you haven't heard from yet.

Encourage big dreams for ALL students.

Remember that people from all backgrounds can be entrepreneurs, CEOs, and community leaders. Be careful not to typecast some students into particular kinds of roles or positions in your examples and simulations.

Support all students.

Check in with your classroom educator for closed-captioning options.

3 Inclusion

Set your expectations aside.

Keep in mind that students may not sit still, listen attentively, or answer our questions in the way you expect. It can help to put expectations aside and accept different behaviors. Students not making eye contact may be listening carefully. Students wiggling might be excited. Students talking to their neighbor might be trying to understand.



How to Be Awesome, Virtually

If you're not physically in the classroom with students, there are ways you can make the experience just as awesome!



Students want to see you.

Turn on your camera! Make sure your light is in front of you so that you're not sitting in a shadow.



Students want to hear you.

Make sure you have a good microphone on your computer or phone. Headphones are great.



Students want your attention.

Clear away distractions so students get your best.



Students are ready for you.

Log on early so students don't have to wait.



Students are excited.

Practice moving between documents and your camera so students have a great experience.



Students want the best from you.

If you're new to video/Web conferencing, review the tutorials offered in the system you'll be using.

What if something goes wrong?

Agree with your educator about how long you'll keep trying if the technology isn't working. We recommend if you can't rectify the technology in 10 minutes, you postpone the session.



Safety Guidelines

To create a safe environment for students, follow these safety guidelines:

If you're volunteering in the classroom:

- 1 Remember: The educator must stay in the classroom.
- 2 Do not use photos of students' faces.
- 3 If there's an emergency, take direction and follow the lead of your classroom educator, who will know the school policies and best way to keep you and the students safe.
- 4 Be sure the classroom educator discusses food allergies/acceptable treats with you.
- 5 Defer to the educator to handle disciplinary issues if/when they arise.
- 6 Avoid topics that are not appropriate for school. (e.g., alcohol, gambling).

If you're volunteering virtually:

- 1 Remember: The educator must stay on the video with you.
- 2 Do not use photos or screenshots of student's faces.
- 3 Defer to the educator to handle disciplinary issues if/when they arrive.
- 4 Remember: The educator hosts the meeting and has control of the chat and video features.
- 5 Avoid topics that are not appropriate for school. (e.g., alcohol, gambling).

What's Next? ← - - - - - J

Still have questions? Don't worry, a Junior Achievement staff member will provide you with everything you need to be awesome. Here's what you can expect next in your JA volunteer journey:



What you can expect next:

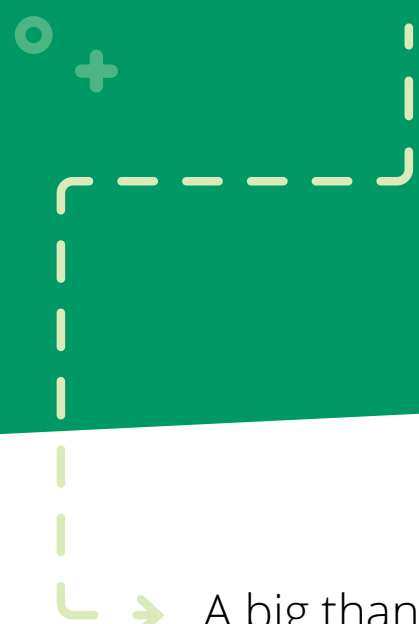
- 1** A meeting invite to a **PREP session** with a JA staff member to answer specific questions and get you ready to volunteer
- 2** **Connection to your classroom educator**, who will help you with the details
- 3** Access from a JA staff member to review **resources** to prepare for your specific session



And last, but not least... 

We appreciate you!

Thank you for volunteering!



 A big thank you to:

Advisory Council JA Leaders
for their contributions

