

Virtual Volunteer Presenter's Guide

In *JA It's My Future*, middle school students develop personal-branding and job-hunting skills to help them prepare for the working world.

To assist you in virtually presenting to students—whether via a short, recorded video or beaming in live to an in-person or remote classroom—we have prepared the following outline to help you gather your thoughts and connect with students. If you create a recorded video, you will skip the Break the Ice portion of the outline and reduce the time spent on other sections.

Presentation Outline

1. **Introduce yourself and your company.** Describe your position and your basic job duties. *(3 minutes for remote live beam-in/30 seconds for recorded video)*
2. **Break the ice.** Capture students' interest in your topic and its connection to career choices, job hunting, and the need for soft skills. *(5 minutes for remote live beam-in/skip for recorded video)*
 - Ask students to share some of the ways they currently earn money, or ask if any of their families own their own business, or if they themselves own a business (lawn cutting, dog care, etc.).
 - Ask students if they have an idea about a career they would like to pursue as an adult. Tell them what you wanted to be when you grew up.
 - Describe an occupation and see if students can guess what it is.
3. **Share stories** that highlight you, your expertise, and your experiences. *(5 minutes for remote live beam-in/3 minutes for recorded video)*
 - Select a topic from the list to illustrate your experiences through stories to increase students' engagement in the material. Consult your teacher or JA Area representative to find out if there is a particular session(s) or topic(s) they would like you to address.
 - Try to make your stories as concrete and relatable as possible, using vivid detail and captivating language, asking questions as appropriate, and making sure your audience is following along.
 - **Session One: My Brand.** What makes you special? Describe your sellable points and how you have made use of them in your career.
 - **Session Two: Career Paths and Clusters.** Describe your career path and how you arrived at your present position. How did you initially go about making choices for your career?
 - **Session Three: High-Growth Careers.** Relate how high-growth industries have affected you and/or your business.
 - **Session Four: Career Mapping.** Tell students what was your favorite class in school or favorite activity or hobby. Did, or how did, your passion for that subject carry through to your adult career?
 - **Session Five: On the Hunt.** Talk about a resume or interview process you went through and how it affected your career.
 - **Session Six: Soft Skills.** Share what it is like to work with someone who has very poor, or very admirable, soft skills in the workplace. Is that person consistently late or always on time, smacking gum in your ear when talking on the phone, often rude or very polite? Be sure to change any names so as not to incriminate anyone.

Remote Live

For volunteers beaming in live to connect with students, the minimum requirement is one, 15-minute session. Your JA Area representative can provide additional details.

Recorded Video

JA recommends that each recorded video be 3–5 minutes maximum in length. Your JA Area representative can provide additional filming guidelines and recommendations.

4. Review and wrap up. *(5 minutes for remote live beam-in/30 seconds for recorded video)*

- Ask students to share something that they have learned in the program about careers. Does it relate to your story today?
- Work with students to sum up your talk in three cogent points.
- Share with students your most important takeaway about choosing a career.

If you have any questions about your time as a remote volunteer or about the JA program material, please contact your local JA office, or visit the website at <https://jausa.ja.org/programs/ja-it-s-my-future>.

To help improve the JA experience, we welcome your feedback via this short survey at https://juniorachievementusa.formstack.com/forms/feedback_form_location_ck.