




Virtual Volunteer Presenter's Guide

In *JA Our Community*, students explore the concept of a community and the people who live, work, and shop there. They become familiar with some of the different careers people have in a community, and how each job—in private business or government—requires specific skills. They role play making donuts in a donut shop, paying their taxes, and voting for improvements to be made in their community.

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 the work people do in their communities. *(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 what jobs their parents do.
 - Consider asking students what kind of job or career they think they will want as an adult.
 - Explain why voting is important to you and ask if any students have gone with their parents to vote.
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: People in a Community Work Together.** With so many job and career options available, how did you initially go about making choices for your career? Describe your career path and how you arrived at your present position. Tell students what specific skills you possess that are important in your career. How does the work you do inspire or fulfill you or make you feel that you are contributing to your community?
 - **Session Two: Sweet "O" Donuts.** Have you ever invented something or come up with a new idea, system, or procedure that helped you be more efficient at work?
 - **Session Three: Business and Government Jobs.** How do you feel about paying your taxes? Can you connect paying taxes to receiving government services, such as a community park or program? Do you remember the first time you paid taxes, either sales tax or property tax?

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.

- **Session Four: Let's Vote.** Describe how you have been involved as a citizen to bring change to your community. Have you ever brought a problem before the city council, campaigned for an office or government official, or volunteered your time on a work crew or fundraising event? How do you feel when you vote? What does being a citizen of your community mean to you?
- **Session Five: Money Moves in a Community.** Describe a store or business you liked to visit as a child. Explain what you like about the community where you live or lived as a child. Mention a favorite place where you like to shop and spend your money today.

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 about their community. Does it relate to your story today?
- Ask students one word, thought, or phrase they can remember to share with their friends and family about what they learned.
- Discuss specific ways or steps students can take to be involved in their community.

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-our-community/>.

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