

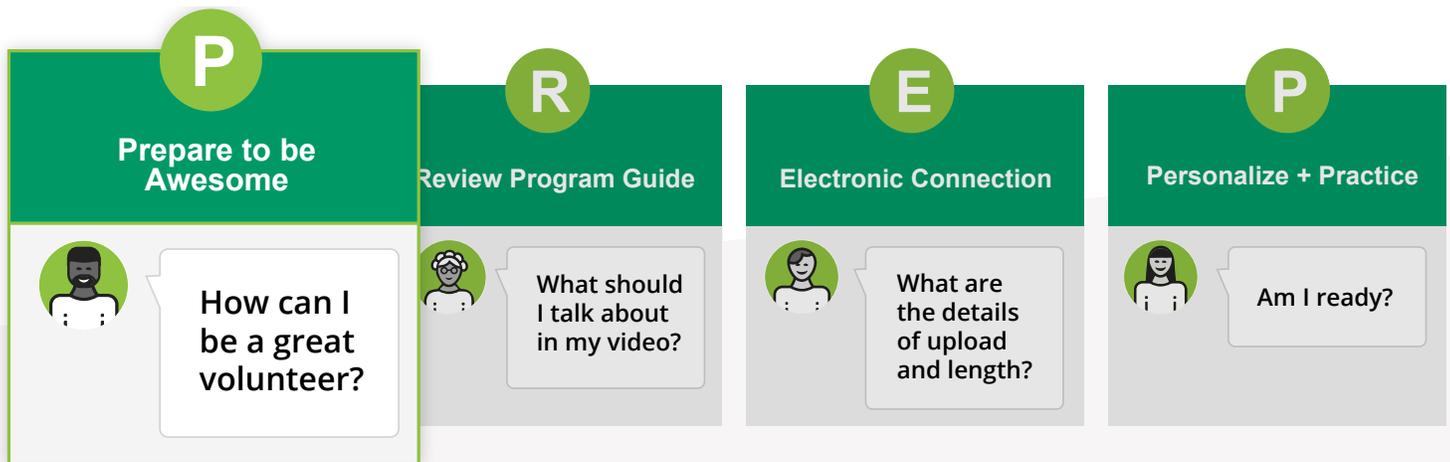
I'm recording a short video to share my experiences.

# 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 volunteering experience.



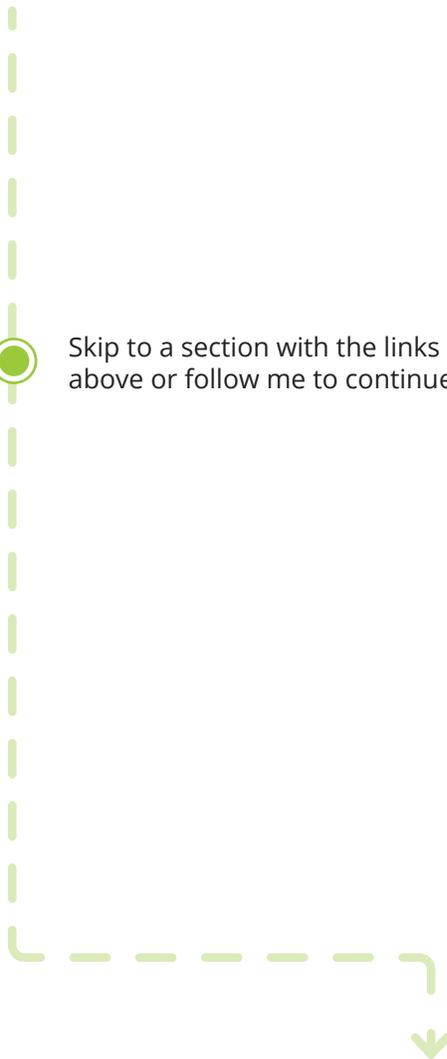
## You're going to be awesome!

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

- [Creating an awesome JA recorded video](#)
- [Tips to connect with students](#)
- [Supporting diversity, equity, and inclusion as a JA volunteer](#)
- [What's next?](#)
- [Thank you!](#)



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





What does JA need from me?

We're looking for videos to help students understand the world of work and money. Three ways you can help.

- **Career Speaker.** Share your work and world. *10 minutes max.* [Example 1](#) and [Example 2](#).
- **JA Program Content.** Recording short videos to reinforce JA content taught by an educator. *10 minutes max.* [Example.](#)
- **Your Expertise.** Share your expertise in a particular subject, for use across any program. *3 minutes.* [Example.](#)

In addition to submitting a video, we ask you to sign a media release to make sure JA has permission to share and retain your video. Videos may be shared locally or nationally. Due to copyright and legal issues, only use the materials and resources associated with the JA Program. Please avoid showing other name-brand products, including national logos.



How can I create an awesome video?

- **Set a mood that is friendly + professional.** Imagine you're speaking to students.
- **Before speaking,** look at the camera and hold a smile for 5 seconds.
- **Introduce** your name, organization, and job title.
- **Speak a little louder** than you think necessary.
- **Be evergreen!** Skip "good morning" or "afternoon" since the video may be viewed at any time.
- **Ask the audience** a question and pause for
- **Wear** work-appropriate clothing.
- **Choose a quiet location** with minimal distractions. A solid backdrop or company logo is great. We prefer not using a bedroom or personal space.



Any tips for tech?

- **Check the camera angle** so that the view is straight on, not tilted up or down, not too close or too far away.
- **Use the landscape setting** when filming with any device (iPhone, Android, Tablet)
- **Ask a friend** to hold the recording/filming device while a second person is in front of the camera.
- [Here is a helpful tutorial](#) on how to use the Kinemaster app (which comes in a free edition). There are other similar apps on both the Apple App Store and Google Play. Apple products also come with iMovie, which has similar functionality.

## Need help?

Contact your local JA office.

To upload your video content for national sharing, contact

[Laura.Goodman@ja.org](mailto:Laura.Goodman@ja.org)

# Tips to connect with students

Depending on what grade you're teaching, connecting with the kids 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. Students respond well to authenticity and real world examples.



## High School

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



## 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 schools' neighborhood or examples that might appeal to students of a particular cultural background.

### Encourage colleagues of diverse backgrounds to volunteer.

Kids need diversity in their role models, help out by helping recruit.

## 2 Equity

### Encourage big dreams for ALL kids.

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

## 3 Inclusion

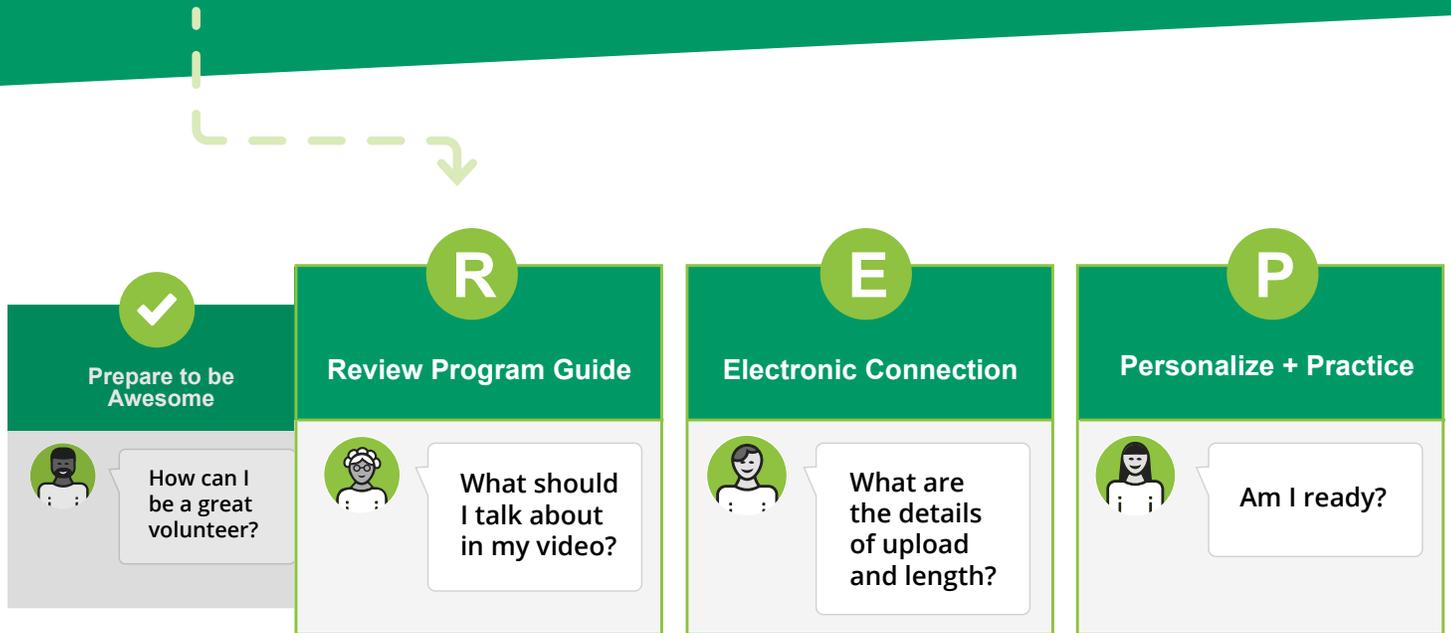
### Encourage students to support each other

For example, students might assist others with an activity or with interpreting an assignment. The Buddy System works well in many classes.



## 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:

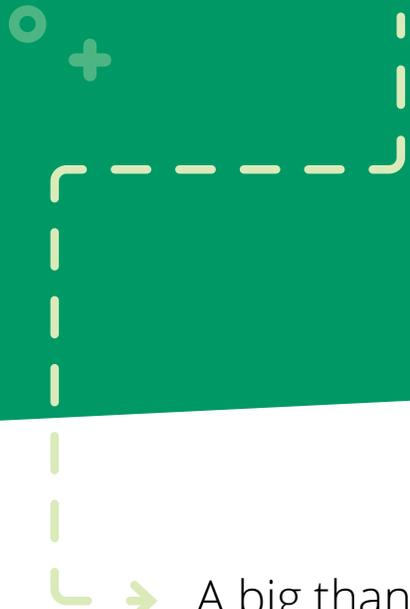
- 1 A meeting invite to a **PREP session** with a JA staff member to answer questions and get you ready.
- 2 **Electronic connection.** Your JA staff leader will help you with the details of recording and uploading a video.
- 3 A JA staff member will give you access to **review questions** to prepare 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.*

