



# 2021 General Volunteer Guide

## General Event Information

Tuesday, September 21<sup>st</sup> & Wednesday, September 22<sup>nd</sup>

11,066 students

69 schools

400+ teachers

[www.jajobspark.org](http://www.jajobspark.org)

## What is JA JobSpark?

JA JobSpark is a two-day, virtual career expo impacting over 11,000 Indianapolis eighth graders. The JA JobSpark initiative includes in-class or remote curriculum and activities prior to and after attending the virtual event. JA JobSpark is meant to “spark” an interest in students and get them excited for their future. Students will learn about skills needed for jobs that will be in demand when they graduate and will learn about the equipment that is used on those jobs daily. Students will have a better understanding of the courses they will need to take in high school, a track for post-secondary and a clear career pathway for what they find they are interested in.

## Who is planning and leading this event?

- A coalition of central Indiana educators, organizations and representatives of over 100 companies working in partnership, led by Junior Achievement of Central Indiana.
- Volunteers from companies throughout the Indianapolis area submitted over 400 individual experiences and activities including 80+ live sessions throughout the two-day event.

## Industries Represented

- Advanced Manufacturing, Engineering and Logistics
- Agriculture, Food and Natural Resources
- Architecture, Engineering and Construction
- Business and Finance
- Government, Law and Public Service
- Health and Life Sciences
- Hospitality and Tourism
- Technology

## The Junior Achievement of Central Indiana Mission

JACI's Mission is to empower young people to own their future success. JA educates young people in the areas of career exploration, employability/life skills, entrepreneurship, financial literacy and philanthropy through hands-on, experiential learning opportunities for children in preschool through high school.

## General Volunteer Schedule

Please be logged in and ready for your volunteer role at least 10 minutes in advance to make sure you can access the site.

### Tuesday, September 21

Event Time 9:30-11:30

### Wednesday, September 22

Event Time 9:30-11:30

### Tuesday, September 21

Event Time 11:45-1:45

### Wednesday, September 22

Event Time 11:45-1:45

## General Volunteer Roles & Information

**\*Please reference the excel spreadsheet sent by Junior Achievement for your shift role, time & cluster(s) assignment.\***

### Social Media

During event days, create content for social media for your assigned cluster, and send to the provided email address for JA staff to upload to social media channels. Examples, Instructions & Tips provided by JA.\*

### Live Session/Experience Evaluation

Monitor & record all experiences within your assigned cluster by using the form provided by Junior Achievement. Take note of what students are learning about and what in-demand career(s) are being highlighted by using the form provided\* in order for us to gain feedback as we plan for future virtual events.

### Live Session Moderator

Keep the Live Sessions running smoothly! Log in during your scheduled shift, greet the presenters & students, keep track of time, relay questions from students in the Q&A to presenters, and share slides in between each live session.\*

**\*all forms & important information regarding your volunteer role can be found at <http://www.jajobspark.org/volunteer>**

## Student Information & Schedule

Students will be visiting the Virtual online platform via their 1:1 device during a designated time slot. Students will receive a unique access code based on their school that will generate which cluster to start in. We encourage students to visit 5 out of the 8 clusters to hold themselves accountable, which will track at the bottom on their screen. There could be 300-400 students accessing a cluster at one time. All interaction between volunteers and students is one-way, but students have the ability to interact by asking questions in the chat & participating in polls.

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### Tuesday, September 21

Event Time 11:45-1:45

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Event Time 11:45-1:45

## Student Curriculum

Visit <http://www.jajobspark.org/curriculum> to view the updated 2021 curriculum for students offered online! This curriculum is designed to help students prepare for JA JobSpark. The curriculum consists of four required sessions (three before and one after JA JobSpark) now offered in PDFs that students can type on & submit to their teachers via their school's online learning platform.

## Accessing the Virtual Platform

1. Visit <http://www.jajobspark.org/curriculum>
2. Click on the Orange button that says "Click Here to Enter JA JobSpark" (this will become available as we near closer to the event)
3. Please enter your unique volunteer access code: 0011

## Tips for the Day

- Complete your tasks as outlined, ask for assistance when needed.
- Share your JA JobSpark experience on social media with: #jajobsparkindy.
- Have fun! Your role may not take the entire length of the shift. Once you have completed your role, feel free to check out the awesome experiences in each cluster, but you do not need to stay logged in once you complete your role. 😊
- Take a look at our digital Student Program to help familiarize yourself with the clusters at [www.jajobspark.org/curriculum](http://www.jajobspark.org/curriculum) under "Session 3"

## Contact Information

If you need assistance while at JA JobSpark, please use the chat feature on the platform or visit the Information desk in the center of each building. If you are having any technical difficulties getting into or within the virtual platform, please contact [virtual@ignitiondg.com](mailto:virtual@ignitiondg.com).

If you have any questions regarding your volunteer role specifically, please contact Molly Baines at [molly@jaindy.org](mailto:molly@jaindy.org).

## After the Event

- You will be sent an online survey about your JA JobSpark experience. We hope you will participate so we can enhance our virtual event in 2022 and beyond.
- Continue to sign up for additional JA opportunities throughout the year at [www.jaindy.org](http://www.jaindy.org).
- Stay tuned for information on the 7<sup>th</sup> annual JA JobSpark.

**Thank you for helping us to empower young people to own their future success!**

# JA JobSpark Career Clusters



## **Advanced Manufacturing, Engineering & Logistics**

Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering. Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.



## **Agriculture, Food & Natural Resources**

Production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.



## **Architecture, Engineering & Construction**

Designing, planning, managing, building and maintaining the built environment.



## **Business & Finance**

Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy. Planning, services for financial and investment planning, banking, insurance, and business financial management.



## **Government, Law & Public Service**

Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; management and administration at the local, state, and federal levels. Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.



## **Health & Life Sciences**

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.



## **Hospitality & Tourism**

Managing, marketing and operating restaurants and other food services, lodging, attractions, recreation events and travel related services. Designing, producing, exhibiting, performing, writing, and publishing visual and performing arts and entertainment services.



## **Technology**

Designing, developing, supporting and managing hardware, software, multimedia and systems integration services.

