



**Junior  
Achievement®**  
of East Tennessee



empowering young people to  
own their economic success

## Classroom Volunteering – How it works. . .

### The Basics:

1. Teachers or Principals select and sign up for the JA program that is appropriate for their classroom.
2. JA staff identifies and trains a volunteer to be placed in each program/class.
3. **Volunteer contacts teacher** via email, phone, or fax to arrange a schedule of visits with the teacher.
4. JA provides volunteer with materials including lesson plans and activity materials for each student.
5. **Volunteer presents JA lessons** and leads classroom activities during scheduled visits.
6. JA staff provides support to both parties. **Call or email us anytime!**

### Volunteer Roles:

- ❖ **Experienced Resource** Volunteers draw on their own life and/or work experiences to provide real world applications of the JA program content. You provide relevancy!
- ❖ **Communicator** Volunteers communicate with the students in an age appropriate and clear manner; they help young people understand concepts by making a connection.
- ❖ **Role Model** Volunteers are positive role models for students simply by being there. Taking time to visit the class shows students that someone cares about their futures.

**Keys to Success:** Be on time...Be prepared...Be engaging

### Teacher Responsibilities:

- ❖ Return phone calls and emails from JA volunteer promptly to coordinate the JA visits.
- ❖ Have the students prepared and ready for the JA volunteer's visit.
- ❖ Create a positive and respectful environment for volunteer and students.
- ❖ **Remain in the classroom at all times.**
- ❖ **Maintain class discipline.**
- ❖ Develop team relationship and clear communication with the JA volunteer.
- ❖ Let the JA staff know of any difficulties immediately.

For more information visit our Website at: [www.jaeasttennessee.org](http://www.jaeasttennessee.org)