

# JA COMPANY PROGRAM LEAD ADVISOR vs ADVISOR ROLES

COMMITMENT/RESPONSIBILITIES	LEAD ADVISOR (1-2)	ADVISOR (up to 8)
<p><b>PRE-PROGRAM COORDINATION (AUGUST TO OCTOBER)</b></p> <ul style="list-style-type: none"> <li>Support with identifying and coordinating virtual meeting platform to be used by students and advisors each week</li> <li>Support with identifying program location and meeting space should program transition to in-person (applies only to programs that have opted into hybrid model)</li> <li>Support with promotion of the program and recruitment of volunteer advisors from sponsoring company or place of employment</li> <li>Support with ensuring all volunteer advisors are registered with JA and have completed their police check requirements</li> <li>Coordinate a first meeting for the Advising Team to review materials and prepare for first program meeting</li> </ul>	✓	
<p><b>PROGRAM LOGISTICS (NOVEMBER TO APRIL)</b></p> <ul style="list-style-type: none"> <li>Lead and engage the Advising Team in all aspects of facilitating the Company Program</li> <li>Ensure that the virtual meeting platform is accessible each week</li> <li>Ensure meeting space is accessible if transitioning to in-person (applies only to programs that have opted into hybrid model)</li> <li>Ensure that the curriculum provided by JA is being followed and that deadlines are met</li> <li>Delegate tasks to other Advisors and Students (including submitting information for deadlines, responding to JA inquiries, etc.)</li> </ul>	✓	
<p><b>TIME COMMITMENT</b> Volunteers should expect to dedicate 2 to 4 hours each week to the program which will include:</p> <ul style="list-style-type: none"> <li>2 to 3 hours for full team meetings (set time each week)</li> <li>30 min to 1 hour available for small group mentoring &amp; support (flexible scheduling &amp; will vary by week)</li> <li>30 min to 1 hour for prep time and/or to answer student and JA inquiries (will vary by week)</li> <li>Volunteers are asked to commit to attending at least 75% of the 18-week sessions</li> </ul>	✓	✓
<p><b>TRAINING</b></p> <ul style="list-style-type: none"> <li>Attend mandatory virtual training session in October</li> </ul>	✓	✓
<p><b>REGISTRATION &amp; SCREENING</b></p> <ul style="list-style-type: none"> <li>Complete online registration form</li> <li>Complete a Vulnerable Sector Screening/Police Check</li> </ul>	✓	✓
<p><b>PROGRAM DURATION (NOVEMBER TO APRIL)</b></p> <ul style="list-style-type: none"> <li>Work closely with the team of Advisors, high school participants, and the Company Program team to ensure the success of the program</li> <li>Supervise the students and ensure they are following all guidelines and policies</li> <li>Provide mentorship/coaching to all students registered in the program (Executive and non-Executive members) in order to develop their leadership skills</li> <li>Develop group norms to support a safe, positive, and inspiring environment for all students and Advisors to participate fully and to develop their potential</li> <li>Review each lesson/activity and be prepared for each of your virtual Company Program meetings</li> <li>Work with your Advising Team to prepare materials and coordinate how you will facilitate and manage the program agenda each week</li> <li>Be comfortable and willing to share own professional experience and knowledge to give the program a 'real life' perspective</li> <li>Ensure the students are meeting all deadlines and submitting information and/or documents as required</li> <li>Ensure that you available to respond to communications from the Company Program team and/or students within a reasonable time</li> <li>Act with the professionalism and respect at all times towards your students, fellow Advisors, sponsor representatives, parents, and other Company Program teams.</li> </ul>	✓	✓