

# Junior Achievement of New Jersey's Women's Future Leadership Academy Volunteer Mentor Guide



Thank you for volunteering as a mentor for Junior Achievement of New Jersey's Women's Future Leadership Academy! Your time and talents are so appreciated. Please take a moment to review this document to prepare you for the session.

**All volunteers are required to adhere to the program's security policies and protocols. Please see page 2 of this guide.**

**What is the Women's Future Leadership Academy?** The WFLA is a weekly virtual series open to all NJ high school students at no cost. Information is sent directly to school administrators and educators, and students register themselves for as many of the sessions as they like. Topics are designed to build confidence and employability skills and align to NJ academic standards for career readiness.

**Who attends?** A typical weekly session will have 5-20 volunteer mentors and speakers from JANJ's partnering organizations and NJ businesses, and 20-50 high school girls from urban, suburban, and rural high schools across the state.

**What are the volunteer requirements?** All volunteers must complete and submit JA's [volunteer registration form](#) 24 hours before the session. A mentor guide with additional information for your session will be emailed to you in advance.

**How do I join?** Register for your preferred session at least 24 hours in advance. Links can be found on the program website, [www.JANJacademy.org](http://www.JANJacademy.org). Enter the required information and add the event to your calendar if you like. We recommend having your camera on and your background and appearance professional. Not only are you representing your company, organization, and industry, but you are setting an example of how to communicate in a virtual setting!

**What is the session format?** The sessions begin with an introduction from JA staff, followed by a speaker or panel of speakers addressing the given topic. You are welcome to post or answer students' questions in the chat room. Then, students and volunteers are placed in small group virtual breakout rooms for a conversation or simple activity aligned to the speaker's remarks. The breakout sessions last approximately 15 minutes. When the breakout sessions are over, all participants will be automatically returned to the main room for closing remarks.

**What is my role as a mentor?** As a mentor, you will serve as a resource and role model while you facilitate a discussion based on the session topic. JA will provide you with a detailed mentor guide for your particular session along with talking points and instructions. We recommend you print this out or have it handy during the session. Each breakout room will have 2-5 volunteers and 3-6 students. As soon as the breakout sessions begin, volunteer mentors must take the lead. Follow page two of this guide for details.

**Tips for engaging students in a virtual setting:** Student feedback we received last year was extremely positive, and the students truly appreciate the opportunity to learn from you. However, conversations in a virtual setting, especially with a group of people who don't know each other, isn't as easy as a face-to-face conversation. Ask questions and pause to give students enough time to answer. You can encourage students to use the chat box or the animated reactions emojis (clap, thumbs-up, smile) at the bottom of their screen. Please keep in mind that students have varied access to technology, and they are not required to turn their cameras on. Remember, even if your room seems quiet, your presence is extremely valuable, and you are making a difference!

**Know a school or students who would like to participate in the Academy? Have them visit [www.JANJacademy.org](http://www.JANJacademy.org).**

**Questions? Email Christy Biedron, Director of Education [cbiedron@ja.org](mailto:cbiedron@ja.org) or call/text 609-903-6875**

## JANJ Volunteer Zoom Security Procedures

Our Zoom security protocols and policies ensure the safety of our students and volunteers, and we appreciate your understanding.

- Volunteers must register for all virtual Women's Future Leadership Academy sessions at least 24 hours in advance.
- Volunteers must complete and submit JA's Volunteer Form at least 24 hours in advance. <https://form.jotform.com/212573527206150>
- All participants will be placed in the waiting room before the session begins. Please consider logging in five minutes early if possible. Volunteers who have not submitted their volunteer form will not be admitted into the session.
- Volunteers must join from a computer, laptop, or zoom mobile app. This allows us to see your display your name and identify you. Volunteers who call into the meeting with only their phone number displayed will not be admitted into the meeting.

If you have any questions, please contact Christy at [cbiedron@ja.org](mailto:cbiedron@ja.org) or 609-903-6875.