



JA Volunteer Self-Guided Training Course

This training course can be completed by volunteers, on their own time, to prepare for upcoming in-person and/or virtual JA volunteer experience. The online course is designed to seamlessly move a volunteer through the training experience. A PDF planner is provided at the beginning of the course for volunteers to download and fill out as they move through the training topics. It may be helpful for a volunteer to have his/her JA materials on-hand when moving through the training course.

This course can be used by JA Areas in place of virtual (remote-live) or in-person (face-to-face training) **or** provided as a refresher to returning volunteers. If used in place of virtual or in-person training, the JA Area office should schedule time with the volunteer prior to and/or upon completion of the training to answer questions and ensure the volunteer is prepared for the experience. *Please note that the JA USA preferred method of training is virtual (remote-live) or in-person as appropriate.*

The course can be accessed and viewed on any browser on a computer, tablet, or mobile device (not optimal). **The PDF planner cannot be downloaded and completed on a smartphone.** Please note that the QR code below is for convenience only; volunteers can simply scan the code with his/her device's camera to open the guide. Or they can use the following URL. JA Areas may share the link and/or code as needed with volunteers who need training.

The course will take approximately 35 minutes to complete. Currently JA USA is unable to track a volunteer's progress through the training nor can we confirm completion of the course. Upon completion of the training, volunteers are instructed to contact his/her JA Area representative for next steps. We suggest saving a copy of the email confirmation that the training has been completed.

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Course Link:

<https://rise.articulate.com/share/6Mf14Nd8eATZ7Zd8I6ILStzTFD5QAW7G>

Or, scan this box with your device's camera to open the training.



Recommended JA Staff Follow-Up Questions for Volunteer:

- Have you had a chance to review your materials/log into JA systems and look over the resources?
- Do you feel comfortable with the materials you'll be using?
- Have you reached out to/heard from your teacher?
- What else can I do to help you feel ready?
- Confirm your contact information.