



TAKE CHARGE CATS

Teaching Youth to Score Big in Finance

takechargecats.org | 520.626.5376 | vkligon@email.arizona.edu | cnfrancis@email.arizona.edu

Position Description

The Take Charge Cat Ambassador directs the overall delivery of personal finance workshops to college students and students in grades 6 – 12 in the greater Tucson community. The core personal finance areas taught are:

- Spending Plans
- Savings
- Credit Cards
- Credit Reports
- Invest in Yourself
- Paychecks
- Identity Theft

The Take Charge Cat Ambassador implements community educational outreach practices that will provide increased awareness of personal finance. The Take Charge Cat Ambassador designs and implements creative programs including personal finance competitions.

Primary Objectives

- Perform multiple educational workshops for students and organizations at The University of Arizona and in the Tucson community
- Take ownership for personal and professional development by successfully completing training, performing ongoing training exercises, seeking resources and consistently communicating with professional staff
- Help execute special projects as required
- Communicate all activities to Take Charge Cats team

Take Charge Cat Educator Requirements

- Available to attend all weekly meetings
- Superb communication skills
- Keen interest in the area of personal finance
- Self-motivated
- Attention to detail
- Organizational skills
- Excellent writing skills
- Flexible schedule
- Positive attitude

Education and Experience

- Enrolled at The University of Arizona
- Experience in public speaking and interpersonal skills or a desire to improve both

Conclusion

This job description is intended to convey information essential to understanding the scope of the Take Charge Cat Ambassador's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.