



# Maple Leaf Academy

## VOLUNTEER POSITIONS

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➤ Student Walker

Designated person to help students tackle the stairs when the elevator is out of service, or to welcome students as they come in and out. This position allows the walker to practice their listening/speaking skills in communicating as well as create friendships.

**Requirement:** Ability to hold up to 10 lbs in books and is present at the academy before program start times.

**Best Suited:** For current students at Maple Leaf Academy and/or volunteers who are volunteering for other positions.

➤ Chit Chatter

This position requires and presents opportunities for someone to express their social skills and to help create a friendly environment for the students and employees. With friendly interaction and discussion between multiple students, this allows an environment for students to feel safe and welcomed to the school. This is greatly required during scheduled breaks between classes allowing no student to feel alone.

**Requirement:** Great listening/speaking skills, an easy conversationalist, a friendly personality.

**Best Suited:** For current students at Maple Leaf Academy, and those who can attend during scheduled breaks.

➤ Classroom Monitor

This position requires a keen eye in detail, sense of cleanliness, and efficiency. Maintaining a clean and professional look to our facility and our working space for our high traffic school. This requires keeping chairs tucked in, classrooms to be clean with clear whiteboards, secured laptops and SMART boards, watering the plants, tidy public areas such as tables, chairs, kitchen area etc.

**Requirement:** Friendly personality and manners.

**Best Suited:** For anyone.

➤ Teacher's Assistant

This position requires to be in close contact with a teacher in need of assistance. This includes duties such as photocopying, directing and overlooking students during class time, assistance with needed resources for the classroom, etc.

**Requirement:** Great listening/speaking/reading/writing skills, a professional attitude, basic knowledge of photocopying technology.

**Best Suited:** For volunteers with experience in assistance and technology.

➤ Volunteer LINC/ESL Assistant Instructor

This position requires those who have a teaching background in English Education, or currently obtaining teaching credentials/experience at any official post-secondary educational institution. Has basic skills in technology (ex. SMART boards, computers, tablets, photocopy machines, etc.) and applications required like Microsoft Office, Acrobat PDF, etc.

You will be working along with current teachers at our institution in assisting them in their class with teaching.

**Requirements:** Need to provide a cover letter and resume. Post-secondary experience in ESL with a bachelor's degree.

**Best Suited:** For adults obtaining a teaching/educational degree or credentials.

➤ Talents Volunteer

This position is open to those who would like to offer their talents and skills to teach to our students and employees. Ranging from any skill such as learning a musical instrument to how to navigate technology etc. Any talent that you are willing to share with us is welcome.

**Best Suited:** For anyone.

**As a volunteer, you are responsible for the following:**

- Signing in and out with our volunteer binder
- Record your hours
- Be honest with yourself, with others, and with the academy
- Being reliable
- Respecting the students, teachers, staff, and visitors
- Carry out your position
- Respecting the student's religion and culture (ex. Students praying)
- Ask for help when needed
- Be committed to the time you give to the academy
- Being courteous
- Accountability for your actions
- Respect confidentiality
- Raise any issues that arise from the school
- Value and support your team members

**Each volunteer is responsible to execute these duties with 100% diligence and effort.**