



Maple Leaf Academy

VOLUNTEERING IS HERE



- Are you looking to build your English, interact with students and professionals, and gain working experience?
- Volunteer at Maple Leaf Academy!
- We offer volunteer positions that can fit your needs!
- Fill out the application form included in this document and email it to us or come see us in person.

Are you interested in volunteering?

Volunteer Requirements

- ✓ Friendly
- ✓ Ability to work with others - students, teachers and staff
- ✓ Basic English knowledge
- ✓ Police Information Check

Volunteers' Benefits

- ✓ English proficiency
- ✓ Community connections
- ✓ Work alongside professionals
- ✓ Networking
- ✓ Expand your horizons
- ✓ Work experience

#200, 731 - 6th Avenue SW
Calgary, Alberta, Canada

Contact:
Bernadette Tredinnick
Phone:
(403) - 262 - 8851
Email:

maple_evening@mapleleafacademy.com



Maple Leaf Academy

VOLUNTEER POSITIONS

➤ School Assistant

This position requires willingness to work with teachers and staff assisting in any duties needed to be performed or completed. This opportunity allows work experience in working with others and following orders, whilst maintaining a professional environment.

Requirement: Friendly personality, ability to work with others, basic knowledge of photocopying technology.

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

➤ 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 and to practice their English.

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.



Maple Leaf Academy

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Tel. (403) 262-8851
Fax. (403) 262-8911

VOLUNTEER APPLICATION

First Name _____ Last Name _____

Gender: Male _____ Female _____ Home Address _____

Postal Code _____ City _____ Province _____

Phone Number _____ Email Address _____

Best Time to Contact: _____

Have you previously done volunteer work? Yes _____ No _____

If so, where and when? _____

Do you have a current Police Information Check or will obtain one? Yes _____ No _____

Are you currently a student at Maple Leaf Academy? Yes _____ No _____ Previous Student _____

If yes, which class and program are you attending? Full Time Day _____ Evening _____ Saturday _____

CLB Class _____

Please Check the Following:

Where did you hear about us?

- Flyer or posting
- Friend or Family
- Teacher
- Personal Inquiry
- Website
- Advertisement

Position of Interest

*For position descriptions,
please refer to the Volunteer
Positions handout.*

- Chit Chatter
- Teacher's Assistant
- School Assistant
- Classroom Monitor
- LINC/ESL Assistant
- Instructor
- Talents Volunteer

What days or which program
would you be consistently
available?

- Full Time (M-Th 9:00
am - 3:00 pm, Fri 9:00
am - 1:00 pm)
- Part Time Evening (M-
Th 5:30 - 8:00 pm)
- Saturday (9:00 am -
1:00 pm)
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

When is your soonest possible start date? _____

Why would you like to volunteer?

What would you like to get out of this volunteer experience?

Any questions or comments? Please write below.

Signature _____ Date ____ / ____ / ____

Thank you for contributing as a volunteer to Maple Leaf Academy!

Contact: Bernadette Tredinnick at maple_evening@mapleleafacademy.com

Phone # 403-262-8851