



Regina Caeli Academy

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Position: Catholic Elementary Volunteer

Mailing Address: PO Box 24069 RPO Bullfrog Guelph, Ontario N1E 6V8

About Our School

Regina Caeli Academy offers an authentic Catholic classical education that nurtures a love of learning, fosters critical thinking, helps students discover their God-given talents, and deepens their understanding of the Catholic Faith and their relationship with Christ. At Regina Caeli Academy, we recognize that our mission and work are not possible without the help of volunteers.

Position Overview

We are seeking faithful, dedicated Catholic volunteers who are passionate about working with children. Volunteer positions include, but are not limited to:

- **Classroom Volunteer**
- **Recess and Lunch Hour Supervisor**
- **Cleaning Volunteer**
- **Specialized Skills Volunteer** (e.g., Library, Music, French, Latin, Cooking, Science instruction)

Key Responsibilities of a Classroom Volunteer

- **Uphold and model Catholic teachings** in classroom interactions and participate in prayers and liturgies when present.
- **Be punctual and reliable** on the days you are expected at the school.
- **Assist the educator** in fostering a respectful, calm environment that supports students' focus, independence, and virtue.
- **Helping to prepare learning materials** (Cutting, stapling, etc.)
- **Assist students** one-on-one with personal care needs, or in small groups with kindness, patience and clarity.

- **Tidy workspaces** such as the classroom, gymnasium, or playground (e.g., setting out sports equipment, wiping down tables, removing tripping hazards)
- **Respect confidentiality** and adhere to all school policies.

Key Responsibilities of a Recess and Lunch Hour Supervisor

- **Uphold and model Catholic teachings** in classroom interactions and participate in prayers and liturgies when present.
- **Be punctual and reliable** on the days you are expected at the school.
- **Supervise students** during transitions, recess, lunch, neighbourhood walks, and dismissal while upholding the school's safety procedures.
- **Foster a respectful, calm environment** while assisting students with conflict resolution.
- **Respect confidentiality** and adhere to all school policies.
- **Encourage students** to wash their hands, use the washroom facilities, and maintain a clean eating environment.

****This role involves being outdoors and walking in the neighbourhood in various weather conditions.**

Key Responsibilities of a Cleaning Volunteer

- Wipe down the surfaces of tables and desks
- Sweep floors
- Remove and dispose of trash from designated areas
- Tidy and disinfect restrooms after all students have been dismissed

Essential Qualifications

- Practicing Catholic in good standing
- Good communication skills
- Flexibility to adjust to different situations or changes to the routine

Application Process

Successful candidates who will be regular volunteers will be required to submit:

- Current **Vulnerable Sector Check**
- Fill out and print the following form and bring it with you to the police station:

<https://reginacaeliacademy.ca/wp-content/uploads/2026/04/VSC-Info-for-Regina-Caeli-Academy.pdf>

Please fill in the attached form <https://forms.gle/rP6Mo9mxCKiY3PcM8> with your intent to volunteer.