

# Junior Achievement of Southern Alberta Program Volunteer Code of Conduct

Junior Achievement (“JA”) is an organization dedicated to making a difference in the lives of the youth. The JA experience helps young people discover leadership, entrepreneurial and workforce readiness skills so they can achieve their highest potential and future successes as citizens in our global community. JA Program Volunteers bring the real world of work to the classroom by facilitating our easy-to-deliver, hands-on, interactive learning programs.

To help volunteers fulfill their roles, Junior Achievement’s guidelines and standards for program volunteers are set out below. Volunteers should uphold the following core values and emphasize their importance in program participants:

- Integrity - demonstrate honesty and sound ethical behavior in all JA related activities
- Compliance - follow all laws and regulations
- Business Conduct - observe JA standards and act ethically in fulfilling JA obligations
- Mutual Respect - consistently treat individuals with respect and dignity

## **Volunteers are expected to:**

- Be actively engaged in presenting JA programs in a dynamic manner, utilizing examples that are relevant and related to the learning outcomes or activity objectives.
- Be observant of program participants and be prepared to adjust delivery styles or curriculum content to meet the learning and development needs and the group dynamics of the students involved.
- Work together with the classroom teacher to ensure a positive learning environment is maintained.
- Ensure that your volunteer involvement accomplishes the learning objectives for the students, and broadens their own professional development.
- Inform their supervisor as far in advance as possible if unable to meet their volunteer commitments.
- Enjoy the experience and have fun!

## **Volunteers should not:**

- Have any inappropriate contact\* inside or outside the classroom (or other place where they fulfill their JA related duties) with any student met through their Junior Achievement program or class, including those students 18 years of age or older.
- Deliver a program without the teacher present in the room at all times.
- Transport program participants unless it is part of your written position description and appropriate screening measures conducted.
- Be in contact with any student inside or outside the classroom (or other place where they fulfill their JA related duties) unless, the student's teacher, or other school-sanctioned adult, or the student's parent is present or aware of the situation.
- Be in contact with any student inside or outside the classroom without the prior knowledge or consent of the JA staff and the student's teacher or parent. Exceptions would include routine business activity or bonafide job interviews for students 15 years of age or older, conducted at a regular place of business and during regular business hours.
- Express personal opinions during program delivery that are not endorsed by the organization.
- Use their JA classroom experience to sell, endorse or solicit business from students, teachers, school staff, parents or other JA volunteers UNLESS this contact is first initiated by the party in question.

\* Please contact a Program Manager if you have any questions regarding the definition of inappropriate contact