

## 2022/23 Volunteer Job Descriptions

		Filled in Green		Persons in charge have already been decided for these jobs
		★Jobs you can do at home ◆Jobs you do on weekend		※Jobs in BOLD: recommended for non-Japanese speaker
		<b>Board of Directors</b>		<b>Job Description</b>
Board of directors		<b>President</b>	1	Responsible for the operation and management of the school. Supervises the other directors and calls directors' meetings. Deals with other organizations outside the school. Signs school cheques.
		<b>Vice President</b>	1	Supports the president. Acts as president when president is absent. May sign school cheques. Supervises the directors and other volunteers. Deals with emails sent to the school administration address. Contact and coordination of admission / withdrawal procedures.
		<b>Treasurer</b>	2	Keeps school's financial records. Discloses financial information as needed. Responsible for making payments for school supplies and teacher's wages. Files income tax return. Books rooms for classes and events. Receives school application forms. Purchases liability insurance. Procedure of students' enrolment/dropping out. Prepares the documents regarding rental of classrooms and other venues.
		<b>Secretary</b>	2	Creates medical waivers, medical information forms for the students, class lists, brochures and other necessary forms. Orders textbooks, and makes bills and manages the stock. Creates documents upon the board of director's requests. Creates and stores the minutes of the AGM and directors meetings. Acts as a receptionist at the AGM. Updates the school website.
		<b>Volunteer Supervisor</b>	1	Supervises volunteers. Updates manuals for the volunteer work. Organizes volunteer jobs and set members in place for a new school year.
		<b>Directors in charge</b>	<b>Volunteer Jobs</b>	<b>Job Description</b>
School Management	P	Board of Directors Support Team	4	Assist the Board of Directors to provide necessary advice and investigations. Participate in board meetings as an observer, etc.
	VP	Class Assistant Volunteer Manager	2	Helps the Principle to hire, organize and supervise assistants.
		Class Assistant Volunteer	8	Supporting homeroom teachers in classes. (Japanese native speakers)
		Class Representative	12	Is given the name list of a class and send out emails to the class when asked. Collects fees for textbooks and school photos. Organizes a class parents meeting when it's needed. Organizes and arranges gifts for a teacher and assistants of their class.
		★News Letter Editor in Chief	1	Supervising the news letter editor/reporter regarding planning and editing of newsletter articles.
		★News Letter Editor/Reporter	2	Reporter / editor of a newsletter scheduled to be published four to five times a year. Write and edit articles.
	Sec.A	★News Letter Translator	2	JPN→English Translator of news news letters.
		★Website Coordinator	2	Manage and update the school website.
	V.S.	<b>School Photographer (New)</b>	2	<b>Take pictures and videos of classes &amp; events and upload files to the cloud to share with Secretary B.</b>
		★Translator Japanese to English / English proofreader	2	Translates the minutes of general meetings, documents and mass emails, safety guidelines, etc. (1 or 2 people who can translate Japanese to English. <b>1 or 2 people who can proofread English documents</b> )
		★Storage	2	Stores and organizes the school equipment and supplies for school events. Arranges transportation of necessary items to school or event sites as required.
		★Book Storage	1	Store Japanese language school books. Rotate books in collaboration with the library clerk. Volume of books to store: 8 boxes of 66x31.1x45.1cm, 2 boxes with handles of 93.3x54.3x45.7
		Librarian Leader	1	Librarian leader
		Librarian	4	Prepares, organizes and manages the library books and lends the books to the parents and students once a month for 30 minutes after school. Replace books according to schedule.
		Hallway Monitor Leader	1	Supervises of hallway monitors. Shift management / support. Manage and update necessary documents in cooperation with the board of directors. Cooperation with the evacuation drill. (There is a criminal record check)
Events	VP	◆ T-shirts sales Staff	2	Check the stock of T-shirts and place additional orders with the vendor if necessary. Sell to students and parents in the school as needed. Selling T-shirts and bags at Japanese culture fair. Japanese Culture Fair: Spring 2023
		◆Nikkei Japanese Culture Fair Volunteers	4	<b>Participate in joint meetings with other organizations before and after the Japanese Culture Fair and help the fair as a volunteer member.</b> <b>Japanese Culture Fair: Spring 2023</b>
	VP	New Year Mochitsuki Festival Volunteer Leader	1	Participate in joint meetings with other organizations before and after New Year Mochitsuki Festival and organize volunteers for the event. Mochitsuki Fest: January 2023
		◆ New Year Mochitsuki Festival Volunteers	4	<b>Participate in Mochitsuki Festival as a volunteer staff.</b> <b>Mochitsuki Fest: January 2023</b>
		★ Noshi-Mochi Maker for Mochitsuki Festival	1	Makes 10lb (5lbs each) of Noshimochi by one day prior to Mochitsuki festival and deliver to the festival location in the morning of the event.
	V.S.	Soran Dance Club Leader/ Chorus Club Leader	2	Direct and organize Soran Dance Club and Chorus Club
		Evacuation Drill Coordinator	2	Formulate evacuation drill routes. Creating an evacuation drill notification for the mass email. Direct the evacuation drill. * Cooperates with the hallway monitor and teachers.
		Parents Workshop Organizer	2	Plans and organizes the parents' workshop
		School Festival Organizer	4	Helps prepare for the school festival. Helps set up and works at the parents' and students' booths.
		School Photo Shooting Coordinator Leader	1	Supervises school photo coordinator. Corresponds with a photographer for school photo shooting.
School Photo Shooting Coordinator		2	Preparation for school photo shooting: Find a photographer, coordinate photo shooting schedule. On the day of shooting: assist a photographer. Direct students. After the shooting: Assists the class reps with taking photo orders. Prints out the photos ordered.	
School Sports Day Assistant	2	Helps with the preparation of the Sports Day. Reception. Replenish equipment, etc.		
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