

## 2023/24 Volunteer Job Descriptions

		★ Jobs you can do at home ◆ Jobs you do on weekend	※Jobs in BOLD: knowledge of Japanese not required		
Board of directors	Board of Directors			Job Description	
	<b>President</b>	1		<b>Chair meetings. Research and develop policies in collaboration with stakeholders to accomplish the mission of the charity.</b>	
	<b>Vice President</b>	1		<b>Supports the president. Acts as president when the 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>	
	<b>Treasurer</b>	2		<b>Keeps the 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>	
	<b>Secretary</b>	2		<b>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>	
	<b>Volunteer Supervisor</b>	1		<b>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	Volunteer Jobs			Job Description	
School Management	VP	★ Board of Directors Support A-1	1	Oversees the entire Enrollment/Withdrawal process, (arranges class viewings, sending/receiving enrollment/withdrawal forms)	
	Sec.A	★Board of Directors Support A-2	1	Uploading Enrollment/Withdrawal forms to Google Drive, Updating class lists and notifying class teacher/rep/volunteer supervisor (for hallway monitors) of any changes throughout the school year	
	Sec.B	★Board of Directors Support B	1	Creating/sending out DocuSign documents, Receiving and uploading DocuSign documents to Google Drive	
	Sec.A	★Board of Directors Support C	1	Updating class lists (Continuing students/ New enrollment including preschool registration); Managing Epi-Pen Forms	
	VS	★ Board of Directors Support Volunteer Supervisor	1	Assisting Volunteer Supervisor; Assigning volunteer positions	
	VP	Class Assistant Volunteer Manager	3	Helps the Principle to hire, organize and supervise assistants.	
	VP	Class Assistant Volunteer		10	Supporting homeroom teachers in classes. (Japanese native speakers)
		Class Representative		12	Is given the name list of a class and sends out emails to the class when asked. Collects fees. Organizes a class parents meeting when it's needed. Organizes and arranges gifts for a teacher and assistants of their class.
		Class Assistant support team		4-5	Classroom assistant or stand-in for sick students. Substitute for sick teachers.
		★News Letter Editor in Chief		1	Supervising the news letter editor/reporter regarding planning and editing of newsletter articles.
		★News Letter Editor/Reporter		1	Reporter / editor of a newsletter scheduled to be published four to five times a year. Write and edit articles.
		★News Letter Translator		1	JPN-English Translation of newsletters.
		★Documentation Translation		1	Preparation and translation of board meeting materials
		★JICA		1	Recruitment of participants and correspondence with headquarters for JICA programs. Activity period From February to around June or July if there are applicants and successful applicants. Correspondence almost exclusively by email.
		★Fundraising Applications/Research coordinator		1	Investigate fundraising programs and report to the board. Apply for a fundraising program on behalf of VJHLS
	Trea.B	★Website Coordinator		2	Manage and update the school website.
	Sec.A	<b>School Photographer</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		4	Translates the minutes of general meetings, documents and mass emails, safety guidelines, etc. (3 people who can translate Japanese to English, 1 person to proofread English documents)
	V.S.	★Storage		2	<b>Stores and organizes the school equipment and supplies for school events. Arranges transportation of necessary items to school or event sites as required. Participation in event meetings if necessary Persons who do not leave Victoria during school festival and sports festival.</b>
		★Book Storage		1	<b>Store Japanese language school books. Rotate books in collaboration with the library clerk. Volume of books to store: 6 boxes of 66x31.1x45.1cm, 2 boxes with handles of 93.3x54.3x45.7</b>
		Librarian Leader		1	Manages the school library. Rotates books in collaboration with Book Storage volunteer. Handles all book donation inquiries. Manages inventory by purchasing/removing materials from the collection. Draft emails about library days and any other related information.
		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 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)
Hallway Monitor			8	Monitors the hallway during class hours (two people each time). Assists young students who need to go to the washroom. Provides basic first aid and classroom number information, and distributes materials to students. On the day of the evacuation drill, guide the students at the key points of the evacuation route.(There is a criminal record check)	
◆ T-shirts sales Staff			1	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: August 24th(undecided)	
Events		◆Nikkei Japanese Culture Fair Volunteers		5	<b>Participate in joint meetings with other organizations before and after the Japanese Culture Fair and help the fair as a volunteer member. Japanese Culture Fair: August 24th (undecided) If you suddenly become unable to fulfill your duties, you must find a replacement by yourself.</b>
	New Year Mochitsuki Festival Volunteer Leader		1	Participate in joint meetings with other organizations before and after the New Year Mochitsuki Festival and organize volunteers for the event. Mochitsuki Fest: January 2024	
	◆ New Year Mochitsuki Festival Volunteers		5	<b>Participate in the Mochitsuki Festival as a volunteer staff member. Mochitsuki Fest: January 2024 If you suddenly become unable to fulfill your duties, you must find a replacement by yourself.</b>	
	★ Noshi-Mochi Maker for Mochitsuki Festival		1	Makes 10lb (5lbs each) of Noshimochi by one day prior to Mochitsuki festival and delivered to the festival location in the morning of the event. If mochi making is canceled, help on the festival day. If you suddenly become unable to fulfill your duties, you must find a replacement by yourself.	
	Soran Dance Club Leader/ Chorus Club Leader		1	Direct and organize Soran Dance Club and Chorus Club	
	Soran Dance Club manager		1	Communication with organizers, recruitment, communication with participants, purchasing of prizes, and management of equipment.	
	Evacuation Drill Coordinator		1	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		1	Plans and organizes the parents' workshop	
	School Festival Leader		1	Attends meetings in December before and after the School Festival; organizes volunteers for the event	
	School Festival Organizer		3	Helps prepare for the school festival. Helps set up and works at the parents' and students' booths.	
V.S.	School Photo Day Coordinator Leader		1	Supervises school photo coordinator. Corresponds with a photographer for school photo shooting.	
	School Photo Day Coordinator		1	Preparation for school photo day: Find a photographer, coordinate photo shoot schedule. During the photo shoot: Assist a photographer. Direct students. After the photo shoot:Assists the class reps with taking photo orders.	
	School Sports Day Assistant		2	Helps with the preparation of the Sports Day(May). Reception. Replenish equipment, etc.	
	<b>CRRP Manager</b>		1	<b>Authorized Contact for the CRR Program. Ensures an applicant's consent form accurately reflects the requested information. Verifies applicant ID's and signs applicable cover page and consent form. Retains consent forms.</b>	