

## 2024/25 Volunteer Job Descriptions

	Board of Directors	Job Description
	<ul style="list-style-type: none"> <li>★ Jobs you can do at home</li> <li>◆ Jobs you do on weekends</li> </ul>	
<b>Board of directors</b>	<b>President</b>	Oversees Board of Directors. Responsible for overall school operation and management. Chairs meetings including board meetings and AGM. Gives approvals related to school cheques. In charge of managing Board of Director's assistants.
	<b>Vice President</b>	Supports the President and acts as President when the President is not available. May give approvals related to school cheques. In charge of public relations/communications. Deals with school inquiry emails. Acts as school contact and coordinates school admission/withdrawal procedures. Supervises assistants, class representatives and newsletter volunteers. Supervises and supports events where volunteers are not in charge.
	<b>Treasurer</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. Receives school application forms. Processes insurance renewals. Processes students' enrolment/dropping out. Prepares the documents regarding facility rental. Books rooms for classes etc.
	<b>Secretary</b>	Creates application forms, class lists, medical waivers, medical information forms for the students, and other forms including documents needed for board meetings. Orders/purchases textbooks. Creates and stores the minutes of the AGM and board meetings. Acts as a receptionist at the AGM. Updates the school website. Supervises volunteers in charge of websites and the school photographer.
	<b>Volunteer Supervisor</b>	Supervises volunteers not managed by Board of Directors. Evaluates volunteer roles and the number of volunteers needed for each role for the next school year. Assigns volunteers to different roles for the next year.
	Volunteer Jobs	Job Description
<b>School Management</b>	★ Board of Directors Administrative Support A-1	Oversees the entire enrollment/withdrawal process, deals with inquiries regarding class viewings and arranges them, sends/receives enrollment/withdrawal forms and requests for class viewing, communicates regarding decisions on accepting enrollment/withdrawal.
	★ Board of Directors Administrative Support A-2	Uploads enrollment/withdrawal forms to Google Drive, updates class lists when students join/leave the school and notifies class teacher/rep/volunteer supervisor (for hallway monitors) of any changes throughout the school year.
	★ Board of Directors Administrative Support B	Creates/sends out Docusign documents; Receives and uploads Docusign documents to Google Drive. Duties required mainly from May to June.
	★ Board of Directors Administrative Support C	Updates class lists (Students who remain at the school and those newly-enrolled, including newly registered-preschool students); Manages Epi-Pen forms. Duties required mainly from June till class lists are complete.
	★ Board of Directors Administrative Support - Volunteer Supervisor	Assists Volunteer Supervisor; Assists in administrative work related to the survey for volunteer positions (May onward)
	Class Assistant Volunteer Manager	Responsible for recruiting, hiring and supervising assistants. Arranges proof of volunteering and gifts. Required to be in this role for two years or longer.
	Class Assistant Volunteer - All terms	Supports teachers in classes. (Criminal record check required)
	Assistant - First half, Substitute Assistant - Second half	During the first half of the school year (Sept - Jan): Assists teachers in classrooms. During the second half of the school year (Feb - June): Acts as a substitute assistant. Acts as a substitute teacher when teachers are absent due to illness. (Criminal record check required)
	Substitute Assistant - First half, Assistant - Second half	During the first half of the school year (Sept - Jan): Acts as a substitute assistant. Acts as a substitute teacher when teachers are absent due to illness. During the second half of the school year (Feb - June): Assists teachers in classrooms. (Criminal record check required)
	Directors Assistant	Support work of directors and to be a next board member.
	★ Newsletter Editor in Chief	Supervises newsletter-related volunteers with regard to planning and editing of newsletter articles.
	★ Newsletter Editor/Reporter	Acts as reporter/editor of the school newsletter scheduled to be published twice a year. Writes and edits articles.
	★ Newsletter Translator	Translates newsletters from Japanese to English.
	★ JICA	Recruits participants and corresponds with headquarters for JICA programs. Duties begin in February and continue until June or July if there are applicants or successful candidates. Correspondence is done almost exclusively by email.
	Class Representative	Is given the class list and sends out class-related emails as needed. Organizes and arranges gifts for the teacher and class assistants. Collects fees. Organizes/facilitates parents gatherings/meetings for the class, when needed.
	★ School Festival Facility/Venue Booking and Insurance Application	Responsible for communications regarding booking school festival venues and requesting equipment etc (June till the end of December). Correspondence is mainly conducted in English via email. Applies/renews insurances online (November/January/March). Payment is made using your own credit card (Up to around \$800). Japanese school will issue a refund later. Payment by check may also be accepted.
	★ Fundraising Applications/Research Coordinator	Deals with administrative tasks related to Fairway community card implementation (application/communication with Fairway staff in charge). Receives additional cards when arranged. Continues to conduct research regarding other fundraising programs and reports to the board. If implementing a fundraising initiative, applies for a fundraising program on behalf of the board.
	★ Website Coordinator	Is familiar with website management and uploading files and can promptly deal with requests from the Board of Directors.
	School Photographer	Takes pictures and videos of classes/events and uploads files to the cloud. Is skilled at taking photos.
	★ Translator Japanese to English / English proofreader	Provides English translation of Japanese documents such as general meeting minutes/documents/group mailings, etc. Native English speakers are responsible for English proofreading.
	★ Storage	Provides a storage area for Japanese language school equipment and review/organize/manage/repair inventory contents. Receives equipment to event personnel as needed. Attend event meetings if necessary. This person will not be absent from Victoria during school festivals, Sports Day, and Mochitsuki festival.
	★ Book Storage	Stores Japanese language school books. Rotates books in collaboration with the library clerk. Carries books to the school when replacing books. The volume of books to store: 6 boxes of 66x31. Handles all book donation inquiries. Manages inventory by purchasing/removing materials from the collection.
	Librarian Leader	Manages the school library. Rotates books in collaboration with Book Storage volunteer. Assist the staff on site on book lending days. Drafts emails about library days and any other related information.
	Librarian	Prepares, organizes and manages the library books and lends the books to the parents and students once a month for 30 minutes after school. Replaces books according to schedule.
	Hallway Monitor Leader	Supervises hallway monitoring activities, manages and supports shift work, works with the Board of Directors to maintain and update necessary documents, and coordinates with Emergency Drill volunteers. (Criminal record checks are required). Preferable to have someone who can continue the role for over two years.
	Hallway Monitor	Monitors the hallway during class hours (two people each time). Assists students who need to go to the washroom. Provides basic first aid and classroom number information, responds to emergencies, and distributes materials to students. On the day of the evacuation drill, guides the students at the key points of the evacuation route. (Criminal record checks are required)
	◆ T-shirts Sales Staff	Checks the stock of T-shirts and places additional orders with the vendor if necessary. Sells to students and parents in the school as needed. Sells T-shirts and bags at the Japanese Cultural Fair. Note: The Japanese Cultural Fair is planned to be sometime in August.
<b>Events</b>	◆ Nikkei Japanese Culture Fair Volunteers	Participates in joint meetings with other organizations before and after the Japanese Cultural Fair and volunteers on the day of the fair (sometime in August -- date TBA).
	New Year Mochitsuki Festival Volunteer Leader	Attends several joint meetings (weekday evenings/in English) with other organizations before and after the Mochitsuki Kai event in January, and assigns Mochitsuki festival volunteer members to work at the Mochitsuki festival. Conditions: This person will not be absent from Victoria during the Mochitsuki festival period (January) and must participate in the Mochitsuki festival itself.
	◆ New Year Mochitsuki Festival Volunteers	Participate as staff in the Mochitsuki festival event held in January. Participate in joint meetings (3-4 times) Substitute in the absence of leader Conditions: Must be present in Victoria during the Mochitsuki festival event (January).
	★ Noshi-Mochi Maker for Mochitsuki Festival	Makes 10lb (5 lbs each) of Noshimochi by one day prior to Mochitsuki festival and delivers to the festival location in the morning of the event. If mochi-making is canceled, volunteer on the festival day instead.
	Soran Dance Club Leader/ Chorus Club Leader	Directs and organizes the Soran Dance Club, Chorus Club, and various activities (Criminal Record check is required).

Soran Dance Club Manager	Communicates with organizers, recruits, communicates with participants, purchases prizes, and manages equipment.
Evacuation Drill Coordinator	Formulates evacuation drill routes. Creates an evacuation drill notification for mass email. Directs the evacuation drill. * Cooperates with the hallway monitor and teachers. Required to be in this role for two years or longer.
Parents Workshop Organizer	Plans and organizes the content of the "Parent Workshop."
School Festival Leader	Attends meetings in December before and after the School Festival; organizes volunteers for the event. Support the school festival.
School Festival Organizer	Coordinates with teachers and the board of directors in charge of the school festival scheduled for December to manage the school festival, oversees the booth for parents, and set up the booth. Participates in meetings. Prepares and cleans up the venue on the day of the festival.
School Photo Day Leader	Supervises the school photo volunteers. Selects and liaises with photographers. Coordinates shooting schedule, etc. Collaborates with the Board of Directors & teachers.
School Photo Day Volunteer	On the day of the shoot: Assists the photographer, guides students, etc. After the shoot: Requests each class rep to accept photo orders - collects/delivers the money.
School Sports Day Assistant	Helps with advance preparations for Sports Day in May, attends meetings, prepares for the day of the event, cleans up, supports the sport day, restocks equipment, buys supplies in advance, etc.
CRRP Manager	Serves as Authorized Contact for CRRP and assists volunteers with Criminal Record Check applications. Manages and stores clearance letters and tracks expiration dates.