

2025/26 Volunteer Job Descriptions

		★Jobs you can do at home ◆Jobs you do on weekends	
	Board of Directors	Job Description	
Board of directors	President	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.	
	Treasurer A	Keeping financial records and disclosing financial statements. Payments to teachers, school supplies and expenses. Filing of tax returns. Accepting applications, enrolling and dismissing students.	
	Treasurer B	Insurance renewal procedures. Prepare documents related to facility borrowing. Apply for reservations for classrooms, outside facilities, and equipment, and keep track of the associated schedules and coordinate with all relevant parties.	
	Secretary A	Creation of rosters. Update rosters for new enrolments and withdrawals (throughout the year) Contact class reps & homeroom teachers & volunteer supervisors (for monitoring) with updated rosters for new enrolments and withdrawals. Purchase textbooks. Send school communications simultaneously to each parent via email.	
	Secretary B	Prepare enrollment application, liability waiver, medical forms, etc. Preparation of other board meeting materials. Preparation and keeping of minutes of general meetings of parents, board meetings, etc. Reception of general meetings. Updating the website. Website manager. Supervision of the school's photographer.	
	Volunteer Supervisor	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.	
	Directors in charge	Volunteer Jobs	Job Description
	Board of Directors Administrative Support Preident	Support the work of the Board President.	
School Management	VP	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.
	Sec. A	Board of Directors Administrative Support Treasurer A	Support the work of the Board Treasurer A.
	Sec. B	Board of Directors Administrative Support Secretary B	Support the work of the Board Secretary B.
	VS	Board of Directors Administrative Support - Volunteer Supervisor	Support the work of the Board Volunteer Supervisor. Volunteer request survey for the next fiscal year to be conducted at the end of the fiscal year, administrative work(May onward)
		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.
	VP	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)
		Class Assistant support	Classroom assistant or stand-in for sick students. Substitute for sick teachers.
		Assistant support member	Although not a regular understudy, if all of the understudies are unable to understudy, they will step in to support the understudy if available that day. (Criminal record checks)
		★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. Parents who do not have children between the ages of 12 and 15 who are eligible to apply for the JICA program.
	Sec. A	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 class social events, etc., if desired.
	Trea. B	★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.
	Sec. B	★Website Coordinator	Is familiar with website management and uploading files and can promptly deal with requests from the Board of Directors.
		IT Coordinator	General slideshows and documentation for graduation and entrance ceremonies. Technical support during the ceremony. Participation from the preparation of the ceremony.
		School Photographer	Takes pictures and videos of classes/events and uploads files to the cloud. Is skilled at taking photos.
	V.S.	★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)
	VP	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, School festival and Open house. Note: The Japanese Cultural Fair is planned to be sometime in August.
		◆ New Year Mochitsuki Festival Volunteers	Participate as staff in the Mochitsuki festival event held in January. Participate in joint meetings (3-4 times). Leader will be selected from this group. Conditions: Must be present in Victoria during the Mochitsuki festival event (January). In the event of sudden unavailability, a leader will be selected from this group.
		Chorus Club Leader	Directs and organizes the Chorus Club, and various activities (Criminal Record check is required).
		Soran Dance Club Manager	Directs and organizes the Soran Dance Club and various activities (Criminal Record check is required). Liaison with planners, information on participant recruitment, communication to participants, purchase of rewards, and management of equipment.
		◆Nikkai Japanese Culture Fair Volunteers + Sports Day assistant	Participates in joint meetings with other organizations before and after the Japanese Cultural Fair and volunteers on the day of the fair (Planned on 29th of August). You must find a replacement if you suddenly cannot fulfill your duties.
	V.S.		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.
		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 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. A leader will be selected from this group.
		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.