



## **VOLUNTEER COORDINATOR RESPONSIBILITIES**

### **Communications Director**

The Communications Director coordinates communication between Keisho staff and families. In consultation with the GM, he/she translates email from English to Japanese and sends the messages to the entire Keisho community.

### **Family Responsibilities Coordinator**

The Family Responsibilities Coordinator creates and monitors a sign-up schedule for Family Responsibilities (common room, library, and hallway duties) at the beginning of each school year on SignUpGenius. Also, he/she helps the GM monitor the common room, library, and hallway to confirm that parents show up for and complete their assigned shifts.

### **Fundraising Coordinator**

The Fundraising Coordinator coordinates grant applications and actively solicits new fundraising opportunities from outside organizations and individuals. He/She also helps monitor accountability procedures of grant funds.

### **Library Coordinator**

The Library Coordinator supports the parents performing library duty. He/She also maintains the orderliness of the library room and collaborates with the Curriculum Coordinator and GM to procure new library materials.

### **Mochitsuki Coordinator**

The Mochitsuki Coordinator coordinates the *mochitsuki* celebration in January of each year. The Coordinator recruits volunteers to the *mochitsuki* committee; secures resources such as *mochi*-making machines; distributes rice in December; designates roles; updates the *mochitsuki* manual; and reflects on the event to improve it next year.

### **Photography Coordinator**



The Photography Coordinator ensures there is at least one member of the photography team at every Keisho event and coordinates storing photos on the keisho.photos@gmail.com account.

### **Potluck Coordinator**

The Potluck Coordinator coordinates one potluck in December and one potluck in June of each year. The Coordinator recruits volunteers to the potluck committee; collaborates with the Family Responsibilities Coordinator to create a sign-up on SignUpGenius; purchases supplies (dessert, plates, chopsticks, etc.); designates roles; and reflects on the event to improve it next year.

### **Registration and Student Records Coordinator (Registrar)**

The Registration and Student Records Coordinator (Registrar) coordinates student registration and maintains up-to-date email lists of groups including Core, Board, and families. In addition, the Registrar confirms that families sign release forms at the beginning of each school year. He/She also collaborates with the Family Responsibilities Coordinator to confirm the accuracy of SignUpGenius lists.

### **Sakura Matsuri Tent Coordinator**

The Sakura Matsuri Tent Coordinator coordinates the Sakura Matsuri Tent at the Cherry Blossom Festival in April of each year. The Coordinator recruits volunteers to the Sakura Matsuri Tent committee; liaisons with festival organizers to complete the tent application; works with Seitokai and teachers to plan activities; secures resources such as origami and games and invites parents to help create materials; collaborates with the Family Responsibilities Coordinator to create two sign-ups (one for parents and one for students) on SignUpGenius; and reflects on the event to improve it next year.

### **Sakura Stage Coordinator**

The Sakura Stage Coordinator works with the Music Director, Curriculum Coordinator, and GM to coordinate the Sakura Stage program for and at the annual Cherry Blossom Festival in April. Duties include: submit Sakura Stage application and liaison with festival organizers (performance time, number of participants, stage and audio settings); submit Proof of Insurance; communicate with families about logistics and program; and



secure resources with Core Group members (accompanist recordings, lyric sheets, performers' tickets, boombox, and Keisho banners).

### **T-Shirt Coordinator**

The T-shirt Coordinator organizes the purchase, distribution, and payment of Keisho t-shirts each year. Duties include: collaborate with Core members on t-shirt design and sizes; order appropriate number of t-shirts; keep inventory records of t-shirts; maintain list of new students that will receive/have received t-shirts; schedule at least three t-shirt distribution days per year; deposit monies from t-shirt sales with the Treasurer; store t-shirts at Keisho's storage unit.

### **Undokai Coordinators**

The Undokai Coordinators plan and implement the *undokai* in November of each year. The Coordinators recruit volunteers to the *undokai* committee; work with Seitokai (Student Council) and the Curriculum Coordinator to select events and design the program; secure resources for games; designate roles during the event; update the *undokai* manual; and reflect on the event to improve it next year.

### **Yearbook Coordinator**

The Yearbook Coordinator facilitates the creation, payment, and distribution of the Keisho yearbook each year.