



VOLUNTEER COORDINATOR RESPONSIBILITIES

Communications Director

The Communications Director coordinates communication between Keisho Center staff and families. They coordinate with the GM and others to translate messages from English to Japanese and send the email to the entire Keisho Center community.

Embassy of Japan Liaison

The Embassy of Japan Liaison coordinates relations with the Embassy of Japan in Washington, D.C. Responsibilities include cultivating relationships with the Public Affairs Minister and other officials; the planning and reception of guests from the Embassy; working with the Treasurer to send greeting cards to Keisho Center supporters and with the Yearbook Coordinator for their acknowledgement in the yearbook if needed; and attendance at Japanese educational, cultural, and social events in the D.C. area.

End-of-Year Gifts Coordinator

The End-of-Year Gifts Coordinator coordinates gift-giving to Keisho Center community members at the end of the school year. Responsibilities include collaborating with the GM, Curriculum Coordinator, and Treasurer to obtain contact info of Education Team members, parent volunteers, and others that will be recognized with a gift; determining the appropriate gift amounts for each person based on the adopted budget line item; and purchasing gifts and distributing them before the end of the school year.

Family Responsibilities Coordinator

The Family Responsibilities Coordinator creates and monitors a sign-up schedule for Family Responsibilities (usually common room, library, and hallway duties) at the beginning of each school year on SignUpGenius. Also, they help the GM monitor the common room, library, and hallway to confirm that parents show up for and complete their assigned shifts. Email: volunteer@keisho.org



Fundraising Coordinator

The Fundraising Coordinator organizes the grant applications and actively solicits new fundraising opportunities from outside organizations and individuals. They also write interim and final reports to the grantmaking organizations and monitor purchases made using grant funds.

Library Coordinator

The Library Coordinator organizes the smooth functioning of the Keisho Center library. Duties include supporting parents performing library duty and teachers checking out books; managing the Libib app; maintaining the orderliness of the library; and collaborating 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.

Education Workshop Coordinator

The Education Workshop Coordinator runs small gatherings to support families as they help their students learn Japanese language and culture. Parents will learn strategies for getting their children interested in Japanese culture and motivating them to speak, read, and write Japanese as a heritage language. The Education Workshop Coordinator will offer one-hour workshops at either Norwood School during Keisho Center hours or online outside of Keisho Center hours.

Photography Coordinator

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



Potluck Coordinator

The Potluck Coordinator coordinates Keisho Center all-school potlucks. Potlucks usually occur in December and 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 (clean-up, etc.); and reflects on the event to improve it for the next time.

Registrar

The Registrar coordinates student registration and maintains up-to-date email lists of groups including Core, Board, and families. In addition, the Registrar works with the IT Coordinator to enter family and student information on the Keisho Center Admin page and confirms that families electronically sign the waiver and release forms at the beginning of each school year.

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. Note: Because these activities involve students directly, this Coordinator position will be served by a Keisho Center teacher.

Sakura Matsuri 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 stage application and liaison with festival organizers (performance time, number of participants, stage and audio settings); submit Certificate of Insurance (COI); communicate with families about logistics and program; and secure resources with Core Group members (accompanist recordings,



lyric sheets, performers' tickets, boombox, and Keisho Center banner and stand). Note: This Coordinator position will be served by the Keisho Center music teacher.

Shuji (Calligraphy) Coordinator

The Shuji (Calligraphy) Coordinator coordinates the shuji team of volunteers to provide calligraphy instruction to Keisho Center students. The shuji coordinator collaborates with the Curriculum Coordinator and Education Team to choose seasonally-appropriate kanji for students to practice; instructs students on calligraphy technique; purchases and organizes shuji materials; and coordinates lesson times in the Common Room.

T-Shirt Coordinator

The T-shirt Coordinator organizes the purchase, distribution, and payment of Keisho Center t-shirts. 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 and print their name cards each fall; schedule at least three t-shirt distribution days per year; deposit monies from t-shirt sales with the Treasurer; organize t-shirt inventory at Keisho Center's storage unit.

Undoukai Coordinator

The Undoukai Coordinator plans and implements the undoukai during the fall of each year. The Coordinator recruits volunteers to the undoukai committee; works with Seitokai (Student Council) and the Curriculum Coordinator to select events and design the program; secures resources for games; designates roles during the event; updates the undoukai manual; and reflects on the event to improve it next year. Note: Because these activities involve students directly, this Coordinator position will be served by a Keisho Center teacher.

Yearbook Coordinator

The Yearbook Coordinator facilitates the creation, payment, and distribution of the yearbook. Duties include: recruiting and managing the Yearbook Team to create the yearbook layout; organizing photos of important school events throughout the year;



Washington Japanese Heritage Center (Keisho Center)

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soliciting written statements from students graduating high school, the principal, and other community members as needed; and working with the Education Team to scan student artwork and other contributions to the yearbook.