

Position Description: Educational Program Volunteer

Revised: 6/14/16

Summary of Position / Key Duties

The Educational Program Volunteer is an unpaid position that assists the Educational Program Director to develop and coordinate our JASH Educational Programs: The Japan Wizards Competition, Japan Day, Asian-Pacific Children's Convention, Tomodachi Aloha Leadership Program and Japan-in-a-Suitcase.

Responsibilities include assisting the Educational Program Director with copying, filing, phone, and email messages and may include assisting with logistical arrangements, budgeting, preparing notices, press releases, and corresponding with speakers and completing post-program duties and evaluation. This position is also responsible for assisting the Educational Program Director with other JASH duties and programs as assigned by the Educational Program Director, the President, or the Vice President.

Reporting

This position reports to the Educational Program Director.

Desired Skills and Experience

Prior program-assistance experience is preferred but not required. Candidate must be flexible and have ability to do multi-tasking. Computer skills with experience working with Microsoft Word, Excel, and Outlook would be helpful.

Japanese language ability is a plus, but not required.

Occasional heavy lifting (up to approximately 30 lbs) may be required.

Activities and program may extend beyond the normal work hours of Monday to Friday, 8am - 5pm.

Benefits

Fully-paid monthly bus pass reimbursement or monthly parking available if desired.

Salary

None; Unpaid volunteer position

Hour Requirements

Minimum 10 hours per week. Anytime Monday – Friday, 8am – 4pm.