



JAPANESE CULTURAL CENTER OF HAWAI'I  
*Honoring our heritage. Embracing our diversity. Sharing our future.*

## JAPANESE CULTURAL CENTER OF HAWAI'I POSITION DESCRIPTION: VOLUNTEER COORDINATOR (PART-TIME)

### The Organization

The Japanese Cultural Center of Hawai'i (JCCH), a non-profit organization based in Honolulu, strives to strengthen our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i. The JCCH features a historical exhibition, community gallery, library/archive center, the Kenshikan martial arts dōjō, the Seikōan Japanese teahouse, and a Gift Shop.

The **Volunteer Coordinator** is a part-time position responsible for day-to-day volunteer management duties.

### Primary Duties and Responsibilities:

- Screen volunteer applications
- Conduct initial interview
- Conduct volunteer onboarding and training
- Work with department heads to fulfill their volunteer needs
- Coordinate volunteer engagement and appreciation activities
- Maintain communications with volunteers
- Collect and maintain volunteer data (timesheets, feedback, etc)
- Other duties assigned by the President/Executive Director.

### Experience Required:

- 1+ years administrative experience.
- Proficiency with Microsoft Office 365.
- Excellent time management and organizational skills.
- Valid driver's license and access to a vehicle as needed to perform job duties and possess functioning cellular phone.

### Preferred Qualifications:

- Bachelor's degree in related field or equivalent combination of education and experience.
- Interest in Japanese culture, traditions and language is highly desirable.

**PHYSICAL REQUIREMENTS:** The physical demands described below represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually needed to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include close vision, distance vision, and ability to adjust or focus.

### Compensation:

Hourly, DOE

16-19 Hours per week

If you wish to apply, please send a cover letter and resume to Nate Gytoku at [nate@jcchawaii.org](mailto:nate@jcchawaii.org)