



# THE JAPAN-AMERICA SOCIETY OF WASHINGTON DC

## **Japan-in-a-Suitcase (JiS) Coordinator**

- Maintains JiS Databases (Volunteer & Schools)
- Assists in recruiting and training volunteers
- Schedules volunteer visits to schools (JiS Coordinator will accompany volunteers to schools)
- Develops presentation curriculum
- Organizes and maintains the presentation materials
- Liaison between JiS Volunteers and participating schools
- Sends out evaluation forms to schools and volunteers and reports on results
- Works with Sakura Matsuri Director to organize the Children's Corner at Sakura Matsuri (only for winter/spring interns)