

### **Sakura Matsuri Volunteer Coordinator**

*This internship position is ONLY offered during the Winter-Spring Semester. Applicants applying for an internship during the Winter-Spring semester must be available from the beginning of January until the end of April.*

- Works with Festival Director, Festival Manager, and Area Chairs to identify, recruit and coordinate all volunteer positions, and filling all needed positions for day-of festival
- Researches places to recruit volunteers, and visits locations if needed
- Maintains volunteer database
- Creates and sends all related initial correspondence to volunteers
- Assists the Festival Director & Festival Manager during volunteer orientations
- Works with area Chairs to identify number of volunteers needed on the day-of event
- Manages and sets up volunteer sign-in tent on the day-of the festival
- Assists in defining volunteer benefits.
- Prepares a Sakura Matsuri Volunteer Report after the festival
- Sends out survey to day-of volunteers and processes the report for the Festival Director and Festival Manager
- Assists with inventory and storage of supplies after the event
- Assists in updating Sakura Matsuri Volunteer Application