

**Volunteer Opportunities**  
**22<sup>nd</sup> Annual Greater Kansas City Japan Festival**  
**October 5, 2019 10:00 a.m. until 7:30 p.m.**  
**Johnson County Community College**

The [Japan Festival](#) is presented by the [Heart of America Japan-America Society](#). The Japan Festival showcases the traditional and pop culture, food and art of Japan, along with the vision, technology and hopes for the future shared by the people of Japan and the people of the Kansas City area. Approximately 4,000 persons attended the Festival in 2018.

Each year the Festival offers approximately 220 opportunities for persons to become more than an attendee and receive a number of benefits. The benefits are:

- **A complimentary ticket to attend the Festival.** The normal cost is \$15 for adults. You serve a three or four hour shift or combination equal to three hours and have the remainder of the day to enjoy the Festival.
- **An educational experience.** As a greeter you will learn Japanese greetings. As a Bazaar Sales Assistant you will learn about several Japanese traditions. In the workshops and presentations you get to meet and work directly with persons teaching or presenting on the Japanese language, garden design, or Japanese dyeing techniques as examples.
- **Meet new friends.** You can serve with your friends for a fun time together. Or you can sign up for a time slot and meet other volunteers for a friendship that may continue long after the day is over.
- **A new credential.** For persons who are documenting their community service and their participation in educational and cultural activities, this can be added to resumes and application documents.
- **Making a contribution.** The most important benefit is the satisfaction you obtain by making a contribution to an event that needs and welcomes your involvement.

The Festival is using SignUp Genius as an online registration format. Use this link for [online volunteer registration](#) to review the open volunteer opportunities and indicate which one you are selecting. We ask a contribution of at least three hours. You are asked to give your email and phone number because we want to be able to contact you during the week prior to the event to give you additional information and final confirmation. Your contact information is available only to the volunteer coordinators and the person responsible for the activity. If you wish to serve as a volunteer without using the online registration, you can contact either of the volunteer coordinators and you will be registered without using the online process.

Douglas Viehland, Volunteer Coordinator  
[dougviehland@gmail.com](mailto:dougviehland@gmail.com)  
913-515-3680

Pegeen Blank, Volunteer Coordinator  
[barrblank@gmail.com](mailto:barrblank@gmail.com)  
816-914-2920

**Thursday Set Up**  
**Friday Set Up**  
**Sunday Tear Down**

**Description:** You can be among those that see all that is involved in putting together and taking away all of the items used during the Festival. By participating on one of these days, you can explore all the Festival has to offer on Saturday with your complimentary ticket.

**Number of Open Positions:** Five persons are needed on Thursday morning for a four hour shift who have strength to assemble and lift the Torii gate. Ten persons are needed on Friday for the entire day. If your company offers community service days this is an excellent opportunity to join other co-workers and then return the next day for a full day of Festival activities. Ten persons on Sunday will help to take down the items beginning at 9:00 a.m. and continuing until 2:00 p.m. There is a need for five persons with strength to disassemble and take down the Torii gate. For persons serving these extended shifts lunch will be provided.

### **Entrance Greeter**

**Description:** You will be at the main entrances of either the Carlsen Center or the Regnier Center to greet people in Japanese, if you are comfortable to do this. We can teach you a few phrases but otherwise any greeting is fine. You will answer questions and direct persons to the ticket sales booth.

**Number of Open Positions:** 12 total positions, with four persons serving one of three shifts: 9:00 a.m. until 12:00 p.m. or 12:00 p.m. until 3:00 p.m. or 3:00 p.m. until 6:00 p.m.

### **Ticket Sales**

**Description:** From a location in either the Carlsen Center or Regnier Center you assist those selling tickets and distribution of wrist bands. Requires familiarity with use of mobile devices such as Ipad. Individuals will be required to attend a one-hour training session on Thursday, October 3.

**Number of Open Positions:** 12 total positions, with four persons serving one of three shifts: 9:00 until 12:00; 12:00 until 3:00; 3:00 until 6:00.

### **Information Booth Assistant**

**Description:** Your job will be to answer questions, give directions (we will have a map for you to use) and to distribute Festival booklets.

**Number of Open Positions:** 12 total positions, with four persons serving one of three shifts: 9:00 a.m. until 12:00 p.m. or 12:00 p.m. until 3:00 p.m. or 3:00 p.m. until 6:00 p.m.

### **Food Court Greeter**

### **Food Court Line Organizer**

### **Food Court Clean Up**

**Description:** The Food Court features vendors serving primarily Japanese food.

- As a Greeter you welcome customers with warm smiles directing them into the dining area, answering their questions about the menus printed in the program booklet and, keeping customer lines neat and efficient.
- As a Line Organizer, you will direct customers to the desired vendor line in the Food Court.
- As a person responsible for clean-up, you will help to keep the tables and surrounding area very clean.

**Number of Open Positions:** 24 total positions, with two persons serving one of three shifts for Greeter or Clean-Up positions and four persons serving one of three shifts in the Line Organizer position: 10:30 a.m. until 1:30 p.m. or 12:30 p.m. until 3:30 p.m. or 3:15 until 6:15 p.m.

### **T-Shirt Sales Assistant**

**Description:** You will assist in the sale of the 2019 Japan Festival t-shirts. You should be a member of the Heart of America Japan-America Society, but this is not required.

**Number of Open Positions:** Six total positions are offered, two volunteers for each of three shifts of three hours each.

### **Exhibit Hall Assistant**

**Description:** Exhibitors are mostly displaying Japanese related items and there will be two kimono demonstrations. You will welcome guests to the exhibit area and need to control and count number of guests during the kimono demonstration.

**Number of Open Positions:** Six total positions, with two persons serving one of three shifts: 9:00 a.m. until 12:30 p.m. or 12:30 p.m. until 4:00 p.m. or 4:00 p.m. until 7:30 p.m.

### **Bazaar Sales Assistant**

**Description:** The Bazaar offers Japanese crafts, Kimono, yukata, happi coats, kokeshi dolls, games, books, and more. Each sales assistant is present to answer questions and sell items. You will be responsible for money transactions and be required to calculate total sales amount and exchange cash/check transactions with the customers. The first shift will help with the set-up of the Bazaar and the last shift with closing. This is a great way to meet the many persons attending the Festival and to expand your knowledge of Japanese culture. Instruction is provided for the sales procedure and will be helpful if you bring a calculator you are accustomed to using. Must be high school age or older.

**Number of Open Positions:** 42 total positions, with 14 persons serving one of three shifts: 9:30 a.m. until 1:00 p.m. or 1:00 p.m. until 4:30 p.m. or 4:30 p.m. until 7:30 p.m.

### **Japanese Cultural Village**

**Description:** The Japanese Cultural Village (Carlsen Center 1st floor) is an opportunity to experience the real Japan with photos taken with Kimonos or Samurai Armor, purchase of Japanese handicraft items, and more. As a volunteer you would help selling and organizing the items and activities underway.

**Number of Open Positions:** 15 total positions, with 5 persons serving one of three shifts: 9:30 a.m. until 1:00 p.m., 1:00 p.m. until 4:00 p.m. or 4:00 p.m. until 7:00 p.m. Japanese speaking volunteers preferred.

### **Video Gaming Assistant**

**Description:** As an assistant you will answer questions, keep consoles running and controllers charged, change games, encourage player change over, and keep the room organized and tidy. The first and last shifts will assist in setting up and taking down/packing and unpacking the equipment.

**Number of Open Positions:** Eight total positions, with two persons for each of four shifts: 9:00 a.m. until 12:00 p.m. or 12:00 p.m. until 3:00 p.m. or 3:00 p.m. until 6:00 p.m. and 6:00 p.m. until 8:00 p.m.

### **Workshop/Cultural Presentation Assistant**

More than 30 workshops and cultural presentations are offered on topics such as Origami, Japanese Conversation, Kimono Demonstration, Japanese Garden Design, Introduction to Bonsai, Introduction to Reading Japanese, Kanji Made Easy, Candy Artistry, and Calligraphy. As an assistant you will greet attendees as they arrive, count the number of attendees, assist the presenter during the workshop or presentation and, assist in cleaning the room following the workshop or presentation. Some understanding of the content that is presented is preferred to serve as a volunteer or to meet with the presenter prior to October 5 to gain a brief understanding of the content.

**Number of Open Positions:** 46 total positions, with persons serving shifts of 1.5 hours. Each workshop or cultural presentation is one hour. The schedule as posted requires you to arrive 15 minutes prior to the workshop/presentation to help with arrival of guests and to stay 15 minutes after the session ends to assist in concluding responsibilities for a total of 1.5 hours per shift.

**Special Note:** We require you to select two workshops that will lead to a total of three hours of volunteer service or a workshop and other volunteer opportunity so the total equals or is greater than three hours.

### **Back Stage Assistant**

**Description:** You will report to the stage manager and support the performing arts and cultural presentations in Polsky, Yardley, and the Recital Halls. Duties include assisting performers with costume changes, setting up and clearing the stage, supervising youth, moving drums, assisting with unloading and loading vehicles and helping to ensure a smooth performance program. It will be helpful to attend the dress rehearsal for performances on Friday evening, but this is optional.

**Number of Open Positions:** Six total positions are offered. Three shifts from 10:00 a.m. until 1:00 p.m. and 1:00 p.m. to 4:00 p.m. and 4:00 p.m. until 7:00 p.m. will require two persons during each shift.

### **Performing Arts CD Desk**

**Description:** You will assist the performing artists who are offering CD's by staffing the sales desk while they are performing. No sales transactions are involved.

**Number of Open Positions:** Six total positions are being offered with two persons at each of the following shifts: 10:00 a.m. until 1 p.m., 1:00 p.m. until 4:00 p.m. and 4:00 p.m. until 7:00 p.m.

### **Volunteer Desk Assistant**

**Description:** You will greet volunteers as they arrive at the Festival, provide them a wristband, and assure they know their correct assignment to serve.

**Number of Open Positions:** Six total positions are being offered with two from 9:00 a.m. until 12:00 p.m., two from 12:00 p.m. until 3:00 p.m. and two from 3:00 p.m. until 6:00 p.m.

### **Standby Volunteer**

**Description:** You will be on standby to help where needed at the time you designate and for an assignment you approve. You will report to the Volunteer Information Desk for assignment.

**Number of Open Positions:** Nine total positions are being offered with three from 9:00 a.m. until 12:00 p.m., three from 12:00 p.m. until 3:00 p.m. and three from 3:00 p.m. until 6:00 p.m.

**Thank you for reviewing all that is offered by serving as a volunteer for the 2019 Japan Festival.**

[Register to Volunteer Now!](#)

August 20, 2019