<table>
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<th>Position Title: ʻŌpio Program Lead</th>
<th>Date:</th>
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<tr>
<td>Department: Direct Program</td>
<td>FLSA Status: Exempt</td>
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<td>Reports To: Program Manager</td>
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Primary Responsibilities:
Hui Mālama O Ke Kai Foundation (HMKF) is an indigenous Hawaiian culture-based youth leadership and identity driven program. The core program of HMKF is an after-school program for 5th to 12th graders in Waimānalo.

The ‘Ōpio Program Lead is responsible for serving as the main teacher/facilitator for the HMKF ‘Opio Program, a program for 7th - 12th graders.

Essential Duties & Responsibilities:
1. Implement culture competent, curriculum driven, after school programming on an on-going basis based on goals and objectives that focus on cultivating leadership and identity.
2. Serve in lead role of the “teaching team” for youth program participants
3. Develop, coordinate, and facilitate lessons/activities and ensure completion of daily tasks and responsibilities for program including: lesson plans, daily snacks, tracking attendance and assessments, supervising students, etc.
4. Primarily responsible for monitoring student progress and utilizing evaluation methods/instruments as needed to guide program planning.
5. Responsible for data input and up-to-date and accurate data entry into organization’s database system.
6. Assist in the management of program specific budgets and work with Program Manager on program specific materials and supplies acquisitions.
7. Take the lead on interacting and building trusting relationships with participants and family members of HMKF programs.
8. Work with ‘Ohana/Kaiāulu Lead to coordinate regular ‘Ohana activities to occur during the evenings or weekend hours.
9. Provide leadership and general oversight for the ‘Ōpio Program
10. Plan and implement special program activities such as: field trips, incentive activities, guest speakers, workshops, etc.
11. Collaborate and coordinate with local schools, health organizations, and community-based partners to meet program goals/objectives.
12. Attend community meetings/trainings when necessary
13. Assist in preparation of program evaluation and direct program grant reporting as applicable.
14. Participate in mandatory regular trainings and meetings, if applicable to strengthen skills.
15. Must be able to drive program participants safely in company vehicles
16. Support the oversight of the staff/volunteers/interns of Keiki program
17. Support Program Manager in managing program specific budget and scheduling.
18. Develop calendar for ‘Ōpio Program
19. Model HMKF Lived Values and facilitate indigenous Hawaiian cultural and traditional practices throughout programming and work performed.

**Other Duties and Responsibilities:**
1. Maintain a clean work and program space by performing light “housekeeping” duties (i.e. sweeping, mopping, organizing, etc.) on a daily basis.
2. Attend and assist in delivering ‘Ohana program related and site-based activities that may include manual labor, yard work, light carpentry, etc.
3. Perform site opening and closing duties as trained and directed
4. Other duties as assigned.

**Knowledge, Skills, and Abilities:**

**Essential:**
1. Experience working on implementing and monitoring curriculum or strategies based in indigenous Hawaiian culture and/or “at-risk” populations.
2. Knowledge of and familiarity with Hawaiian culture and comfort in ocean/land recreation
3. Ability to positively motivate, effectively resolve conflict, and provide leadership/direction to 5th-12th graders.
4. Proficiency in English
5. Represent and model the organization’s Lived Values: aloha, pono, ‘onipa’a, mālama

**Highly Desirable:**
1. Bachelor's degree or higher in Hawaiian Studies, Education, Counseling or a related field.
2. Proficiency in ‘ōlelo Hawai‘i
3. Experience working with computers (i.e. Mac and PC, Microsoft Office, Google Suite)
4. Able to embrace and effectively implement HMKF mission, vision, and program goals
5. Able to exercise discretion, ethical decision making, and independent judgement
6. Familiarity with Hawai‘i educational standards
7. Experience with program/curriculum development
8. Strong organizational skills, able to multitask
**Physical, Mental, and Communication Demands:**

1. Able to meet the physical demands of hiking, swimming, surfing, etc. on a daily basis
2. Ability to be flexible and maintain a large degree of equanimity in challenging situations.
3. Strong, positive, and effective communication skills, both oral and written
4. Must have a valid driver’s license, current insurance, suitable driving record, and access to a dependable vehicle or mode of transportation.
5. Physical requirements: continuous standing, walking, sitting, hiking, swimming, surfing, snorkeling

**Working Conditions:**

Office work for planning/preparation. Primarily outdoors at program site(s).

**Equipment Used:**

General office equipment and software. Outdoor activity equipment such as ocean gear or light carpentry/landscaping tools.

**Work Hours:**

Monday thru Friday, approximately 10:30 a.m. to 6:30 p.m. Will require some additional work on weekends/evenings.

**Organizational Standards:**

HMKF Team Members must be able to work effectively within an ever evolving non-profit organization. Our daily work relationships include but are not limited to the following commitments:

1. At HMKF, we are One Team living our values: aloha, pono, ‘onipa’a, mālama
2. As a team, we focus on providing excellent service to the keiki, ‘ohana, and kaiāulu of Waimānalo.
3. We cultivate trust and respect.
4. We practice open, effective and accurate communication.
5. We place organizational goals above personal goals.
Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Authorized By: ________________________________ Date: ________________