

Hui Mālama O Ke Kai Foundation
Job Description – Kāko‘o: Assistant/Program Support Staff

Position Title: Kāko‘o - Assistant/Program Support Staff	Date:
Department: Direct Program	FLSA Status: Non-Exempt
Reports To: Program Manager	Full-time and Part-time positions available

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 Kāko‘o- Assistant/Program Support is responsible for serving as the Lead’s assistant and support staff for the HMKF Keiki Program and ‘Ohana Program. These are ‘āina-based, kai-based, outdoor, after-school programs.

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 assistant role of the “teaching team” for youth program participants
3. Assist to develop, coordinate, and facilitate lessons/activities and support completion of daily tasks and responsibilities for program including: lesson plans, daily snacks, tracking attendance and assessments, supervising students, etc.
4. Assist in monitoring student progress and utilizing evaluation methods/instruments as needed to guide program planning.
5. Assist with interacting and building trusting relationships with participants and family members of HMKF programs.
6. Support and assist ‘Ohana/Kaiāulu Lead with ‘Ohana activities that occur during the evenings or weekend hours.
7. Support the leadership and general oversight for the Keiki Program and ‘Ōpio Program
8. Help to plan and implement special program activities such as: field trips, incentive activities, guest speakers, workshops, etc.
9. Collaborate and coordinate with local schools, health organizations, and community-based partners to meet program goals/objectives.
10. Attend community meetings/trainings when necessary
11. Assist in preparation of program evaluation and direct program grant reporting as applicable.
12. Participate in mandatory regular trainings and meetings, if applicable to strengthen skills.
13. Must be able to drive program participants safely in company vehicles
14. Support the staff/volunteers/interns of HMKF Programs
15. 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. High school diploma or equivalent required
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. Experience working with computers (i.e. Mac and PC, Microsoft Office, Google Suite)
6. Able to embrace and effectively implement HMKF mission, vision, and program goals
7. Represent and model the organization’s Lived Values: aloha, pono, ‘onipa‘a, mālama

Highly Desirable:

1. Some degree of higher education
2. Experience working in an educational setting with children
3. Able to exercise discretion, ethical decision making, and independent judgement
4. Proficiency in ‘ōlelo Hawai‘i
5. Familiarity with Hawai‘i educational standards
8. Experience with program/curriculum development
9. 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:** _____