

Hui Mālama O Ke Kai Foundation

JOB DESCRIPTION

Position Title: Limahana Kōkua (Assistant Crewmember) – Keiki Program (5 th & 6 th Grades)	Date: February 2018
Department: Direct Program	FLSA Status: Exempt Non-Exempt
Reports To: Luna Papahana (Programs Manager)	Subordinates: None
PRIMARY RESPONSIBILITIES:	
Responsible for serving as a teacher’s assistant and program support (limahana kōkua) for the Hui Mālama O Ke Kai (HMK) Keiki Program: A Hawaiian cultural, after-school, outdoor recreation program for 5 th & 6 th graders in Waimānalo.	
ESSENTIAL DUTIES & RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Working cooperatively and efficiently with the HMK team - Luna Papahana (Programs Manager), Luna Limahana (Daily Operations Manager), Kumu Alaka’i (Lead Teacher/Coordinator), Kumu Kāko’o (Assistant Teacher/Coordinator), and Kia’i Ola (Lifeguards), assist in the implementation of a culturally competent, curriculum-driven, after-school program on an on-going basis based on goals and objectives that focus on cultivating pride and leadership by living Hawaiian values. 2. Assist in the preparation and delivery of program activities such as preparation of program equipment and materials, daily snacks, tracking students’ attendance, supervising students, etc. 3. Assist in the monitoring of student progress and reporting progress to Kumu Alaka’i (Lead Teacher/Coordinator) and/or Kuma Kāko’o (Assistant Teacher/Coordinator). 4. Model and teach Native Hawaiian values and culture including culturally based activities, e.g., ocean and land activities such as surfing, body-boarding, fishing, gardening, hula, oli/mele, hana no’eau, etc. 5. Assist Kumu Alaka’i and Kuma Kāko’o in implementing behavior plans for students. 6. Assist, as needed and as assigned, in regularly updating participant records in the Ipu ‘Ike database system. 7. Organize program files including but not limited to—participant files, curriculum files, etc. 8. Organize and inventory equipment and supplies for storage. 9. Participate in mandatory readings and trainings to strengthen leadership skills. 10. Drive program participants in company vehicles. 	
OTHER DUTIES & RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. Attend and assist in delivery of ‘Ohana and site-based activities (i.e. monthly community work days that may include manual labor, yard work, light carpentry, etc.). 2. Perform site opening and closing duties as trained and directed. 3. Help maintain a clean work and program space by performing light “housekeeping” duties (i.e. mopping, sweeping, organizing, etc.) on a daily basis. 4. Other duties as assigned. 	
KNOWLEDGE SKILLS & ABILITIES:	
<ol style="list-style-type: none"> 1. High school diploma or equivalent required, some degree of higher education attainment highly 	

preferred.

2. One to three years of experience working in an educational setting with children.
3. Knowledge of and familiarity with Hawaiian culture.
4. Knowledge of and familiarity with Hawaiian cultural oceanic and farming practices highly preferred.
5. Experience working with computers (i.e., Mac and PC, Microsoft Word and Excel).
6. Ability to work closely and effectively with other staff, parents, program participants and community members.
7. Ability to positively motivate and provide leadership and direction for up to 50 at-risk/at-promise students and their families.
8. Strong organizational skills with ability to multi-task.
9. Ability to work independently as needed to support the group effort.
10. Ability to effectively implement program goals and vision.
11. Effective conflict resolution/positive discipline skills.
12. Ability to represent and model the organization's core values.

PHYSICAL, MENTAL, AND COMMUNICATION DEMANDS:

1. Good written and verbal communication skills.
2. Able to positively meet the physical demands of hiking, swimming, surfing, etc. on a daily basis.
3. Ability to maintain a large degree of equanimity in challenging situations.
4. Ability to be flexible, follow direction and take initiative.
5. Must have driver's license, current insurance, suitable driving record and access to a car.

WORKING CONDITIONS:

Some indoor, air-conditioned office work for planning and preparation. Primarily outdoors at program site(s).

EQUIPMENT USED:

Computer, printer, phone, fax, photocopier, projector, etc. Outdoor activity equipment, such as body boards, throw nets, canoe, paddles, etc.

WORK HOURS:

Monday through Friday, approximately 11:30 a.m. – 6:30 p.m. Will require some additional work on weekends and evenings.

ORGANIZATIONAL STANDARDS:

Staff members must be able to work effectively within a rapidly growing, non-profit organization. Our day-to-day working relationships include the following commitments:

1. As a team, we focus on providing quality, timely service to our clients. Integrity is present in all our decisions and actions. We keep the promises we make.
2. We foster mutual trust and respect through open, accurate, and timely communication with each other and with our clients. We seek each other out for guidance and welcome constructive critiques of our work.
3. We place organizational goals above personal goals. We value the ability to work independently, but we work without ego when working in a group.
4. We are committed to improving our personal and organizational strengths and weaknesses. We recognize individual and group accomplishments. We believe that work environments need large doses of optimism, humor and forgiveness.
5. We strive in every moment to model the core values of the organization: aloha – in the presence of something greater than ourselves; pono – self-discipline, mindfulness, consciousness; pa’ahana – hard work, steadfastness, finishing what you start.

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.

REVIEWED BY:

Employee:

Date:

Luna Papahana (Programs Manager):

Date: