



Job Title:	Education/Volunteer Coordinator - Wetland	Job Category:	Non-exempt
Department/Group:	Administration	Travel Required:	Yes
Location:	Kāko'o 'Ōiwi	Position Type:	Full-time
Level/Salary Range:	Entry Level	Date Posted:	
HR Contact:	Jonathan Kanekoa Kukea-Shultz	Posting Expires:	
Will Train Applicant(s):	Will Train Applicant(s)		
Internal Posting URL:	www.kakooiwi.org\jobs		
Applications Accepted By:			
EMAIL: Hiring@kakooiwi.org Subject Line: Educational and Volunteer Coordinator - Wetland		MAIL: Kāko'o 'Ōiwi PO Box 5307 Kaneohe, HI 96744	
Job Description			
<p>As the Wetland Education and Volunteer Coordinator at Kāko'o 'Ōiwi, you will play a vital role in advancing our mission through education and outreach. This position will be responsible for educational programming for K-12, secondary, and post-secondary students, teachers, Hawaii's communities (with a special emphasis on the Native Hawaiian community) and the and the general public. The Wetland Education and Volunteer Coordinator works with community and academic partners to plan, coordinate, and facilitate educational and outreach activities efforts. You will be responsible for building relationships with community partners, promoting cultural education and environmental stewardship initiatives, and recruiting and retaining volunteers who share our commitment to preserving indigenous Hawaiian culture. When not hosting groups you will be working with wetland staff to ensure planting, production, and harvest schedules for conservation species.</p>			
ROLE AND RESPONSIBILITIES			
COMMUNITY ENGAGEMENT:			
<ul style="list-style-type: none"> • Develop and implement outreach strategies to increase awareness of Kāko'o 'Ōiwi's mission and programs • Cultivate and maintain relationships with local cultural organizations, schools, government agencies, and other relevant stakeholders to expand our reach and impact. • Represent Kāko'o 'Ōiwi at community events, cultural festivals, and educational forums. • Meet regularly with External Affairs Director to expand and develop education strategies and to ensure goals are being met. 			

VOLUNTEER RECRUITMENT AND MANAGEMENT:

- Recruit, interview, and match potential volunteers to organizational needs.
- Coordinate volunteer schedules, assignments, and logistics for events, programs, and projects.
- Provides training and guidance on functional restoration and incorporating traditional and cultural knowledge to volunteers and community outreach groups.
- Ensure a meaningful and fulfilling experience for all participants.
- Maintain accurate records of volunteer information, hours contributed, and impact achieved, and provide regular updates to the team and stakeholders.
- Develop and implement strategies for soliciting, engaging, and maintaining new volunteers.
- Act as a liaison to other organizations that send volunteers.
- Organize volunteer recognition events and develop formal and informal appreciation programs. Help coordinate volunteer schedules, assignments, and logistics for events, programs, and projects.

EDUCATION/VOLUNTEER ENGAGEMENT AND RETENTION:

- Foster an education experience rooted in Hawaiian culture and values.
- Provide ongoing support, recognition, and appreciation to volunteers through regular communication, feedback mechanisms, and volunteer appreciation events.
- Work closely with the Heeia National Estuarine Research Reserve Education Coordinator in creating curriculum for Kaoolaupoko educators and schools.
- Solicit feedback from volunteers and schools to continuously improve the volunteer experience, address concerns, and identify opportunities for growth and development.
- Lead education groups for various sizes on weekdays and weekends.

COLLABORATION AND COORDINATION WITH COMMUNITY AND STAFF:

- Collaborate closely with program managers, partner organizations, cultural practitioners, and community leaders to identify volunteer and outreach needs and integrate volunteers into cultural education, environmental stewardship, and community engagement initiatives.
- Coordinate with other staff and partner organizations to leverage resources, share best practices, and maximize collective efforts in achieving our shared goals.
- Hosting volunteer events throughout the various project areas and

effectively communicating with project managers on the upcoming volunteer events for that project area.

- Establishing regular meetings with project managers to discuss upcoming events and establish short- and long-term goals on each project area so that volunteer events can support those goals.
- Assist in other tasks around the farm such as food production, farming or wetland restoration.

CONSERVATION AND NATURAL RESOURCE MANAGEMENT

- Conducts mechanical removal of invasive plant and animal species and organic matter from selected areas using power hand tools, such as chainsaws and weed whackers.
- Works with conservation staff to ensure planting, production, and harvest schedules for conservation species.
- Assist with land clearing and leveling for Native production using mechanical or manual methods. Construction and/or installation of irrigation systems.
- Assist with water quality and stream management.
- Conducts work site maintenance, equipment and tool care.
- Able to lift 25 pounds unassisted

GRANT WRITING AND FULFILLMENT:

- Fulfill grant requirements as outlined in grants, including reporting, school visits, data collection, and other duties as required.
- Actively seek grants that align with Kāko'ō 'Ōiwi's objectives.
- Provide timely correspondence to emails and other communications from schools and volunteers.
- Ensure that waivers are accounted for and tracked.

FACILITIES AND EVENT MANAGEMENT:

- Assist in creating a safe and comfortable educational facility.
- Perform daily maintenance and upkeep of the facility.
- Serve as the on-site point of contact on event days.
- Help expand and improve our education facilities.
- Other responsibilities assigned by the Executive Director

- I acknowledge that I am able to perform the position with/without accommodations:

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Ability to work in outdoor environment for 8 hours per day

- Excellent computer skills (Microsoft Office 365, Sign-Up Genius, Canva, etc.)
- Ability to successfully supervise others
- Well organized and detail oriented. Able to execute action items identified in meetings.
- Self-motivated and able to work independently and ask questions.
- Ability to multi-task
- Excellent written and verbal communication skills (access to cellular phone, email, etc.)
- Willingness to work weekends
- Positive work attitude, growth mindset, and coachable
- Registered personal vehicle and current driver's license

PREFERRED SKILLS

- Bachelor's degree
- Working knowledge of native Hawaiian flora and fauna, and threats from alien species, including invasive trees.
- Willingness to work weekends
- Ability to understand and follow oral and written instruction.
- Accuracy and attention to detail
- Integrity and a willingness to learn
- Ability to swim
- Positive work attitude to support all areas of a small organization

ADDITIONAL NOTES

Reviewed By:	Jonathan Kanekoa Kukea Shultz	Date:	02/06/2025
Approved By:	ProService	Date:	02/06/2025
Last Updated By:	Michelle Nakayama	Date:	02/06/2025