



Job Title:	Education and Volunteer Coordinator	Job Category:	Non-exempt
Department/Group:	Administration	Travel Required:	Yes
Location:	Kāko'o 'Ōiwi	Position Type:	Full-time
Level/Salary Range:	Entry Level/\$23	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		MAIL: Kāko'o 'Ōiwi PO Box 5307 Kaneohe, HI 96744	
Job Description			
<p>As the 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 general public. The 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.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>COMMUNITY ENGAGEMENT:</p> <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.
- 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.
- Participate in teacher professional development programs, including, as appropriate to level of experience, conducting inquiry/professional learning relevant to 'āina-based education, planning and leading teacher workshops, and serving as a resource and mentor for classroom teachers in the cohort
- Track and report visitor numbers to the He'eia NERR and assist in developing new ways to track and measure education program impacts

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.

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'o '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:
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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 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
- Ability to work in outdoor environment for 4 or more hours per day
- Experience using outdoor hand tools (pick, lopper, shovel, etc.)
- 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:	06/21/2024
Approved By:	ProService	Date:	06/18/2024
Last Updated By:	Michelle Nakayama	Date:	06/06/2024