

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



NADINE NISHIOKA

1/17/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: Db:

MOILILI COMMUNITY CENTER

Amount of State Funds Requested: \$ 550,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
Moiliili Community Center (MCC) provides services to children and seniors in nearby community to keep them physically, cognitivel and socially active. Services provided by various programs: Moiliili Senior Center Program (MSC), Kupuna Support Program (KSP) Children and Families Program (CFP), and Japanese Language School (JLS). COVID-19 Pandemic and increase in minimum wage, MCC is requesting additional funds to support its programs and maintain service to the Moiliili Community.

Amount of Other Funds Available:

State: \$ 1,381,264

Federal: \$ \_\_\_\_\_

County: \$ 740,039

Private/Other: \$ \_\_\_\_\_

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 2,121,303

Unrestricted Assets:

\$ 170,705

New Service (Presently Does Not Exist):  Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

2535 SOUTH KING STREET

City: HONOLULU                      State: HI                      Zip: 96826

Contact Person for Matters Involving this Application

Name:  
NADINE NISHIOKA

Title:  
EXECUTIVE DIRECTOR

Email:  
NADINEN@MOILILICC.ORG

Phone:  
(808) 955-1555

Federal Tax ID#:

██████████

State Tax ID#

██████████████████

  
\_\_\_\_\_  
Authorized Signature

Nadine N. Nishioka, Executive Director  
\_\_\_\_\_  
Name and Title

1/17/2024  
\_\_\_\_\_  
Date Signed



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** MOILILI COMMUNITY CENTER

**DBA/Trade Name:** MOILILI COMMUNITY CENTER

**Issue Date:** 01/18/2024

**Status:** **Compliant**

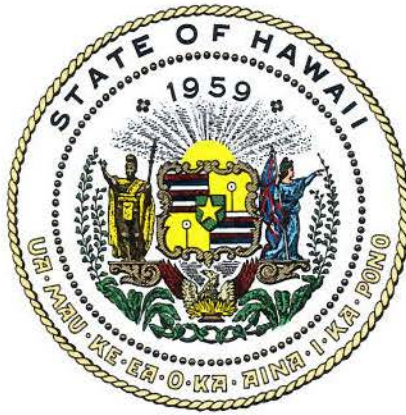
Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: XX-XXX3515  
UI#: XXXXXX5092  
DCCA FILE#: 3219

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

MOILILI COMMUNITY CENTER

was incorporated under the laws of Hawaii on 03/09/1945 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: November 16, 2023

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

MOILILI COMMUNITY CENTER

\_\_\_\_\_  
(Typed Name of Individual or Organization)

(Signature)  
NADINE NISHIOKA



(Date) 01/17/24  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## Application for Grants

### II. BACKGROUND AND SUMMARY

Moiliili Community Center (MCC) is a private non-profit organization that provides services to the residents of Moiliili and the surrounding communities. In the late 1800s, MCC was originally established as a Japanese language school in a private home. The present site was purchased in 1928. In 1965, the organization became MCC and has since maintained its mission to provide support, services, and programs to enhance individuals, family, and community life. MCC provides a safe space for the community to gather, participate in activities, and maintain a healthy and active lifestyle. The organization provides services through its various programs. These programs include the Children and Families Program, (CFP), Japanese Language School, (JLS), Moiliili Senior Center Program, (MSC) and Kupuna Support Program, (KSP).

MCC services populations in need within the community. Children with working parents need safe environments to spend time before school, after school and during school breaks. Studies show that before and after-school programs provide safe and structured spaces for school-age children, improving academic performance and reducing crime-related behavioral problems. After the COVID-19 pandemic, academic learning for children significantly decreased – to the point that many children had to repeat a grade. The lack of in-person interaction also stunted children’s social-emotional growth. The CFP at MCC addresses these issues by providing before and after-school programs, full-day holiday care, intersession care, and summer fun options. These childcare programs give children physical and mental stimulation and opportunities for socialization. The CFP primarily services children from Jefferson Elementary, Kaahumanu Elementary.

Additionally, MCC traces its roots back to the late 1980s. During this time, Kihachi Kashiwabara held small language classes in his home. Today, the organization proudly continues to offer Japanese language classes to the children of Moiliili and the surrounding communities. Many children in Hawaii have roots in Japan, and Moiliili Community Center Japanese Language School (MCC JLS) provides a place for them to learn and pass on their Japanese culture.

MCC also services older adults. The aging population in Hawaii is consistently growing. Studies estimate that by the year 2030, 27 percent of Hawaii’s population will be aged 60 years and older. This population of older adults has longer lives and experiences longer periods post-retirement. The older population is also at risk for social isolation and loneliness, which can lead to negative health outcomes and the need for institutionalization or hospitalization. These risks were exacerbated by the COVID-19 pandemic. Negative health outcomes related to loneliness and social isolation can often be reduced by participation in physical activity, cognitive activity, and social engagement. MCC aims to address this need through the MSC and KSP. Seniors can maintain their current level of functioning and quality of life by attending these programs

that keep them physically, mentally, and socially engaged. These programs also help provide caregivers with a respite from taking care of their loved ones, relieving stress from their daily life. The MSC and KSP primarily service those living in Census Tract 1-37, the areas from Hawaii Kai to Ward Avenue. Unlike the many high-cost senior living facilities in the area that offer higher levels of care, these programs provide less costly activities in a non-daycare setting for newly retired individuals and families who are seeking ways to maintain their once-active senior.

Each year the Board of Directors analyzes the programs to ensure that MCC is prioritizing disproportionately impacted groups. MCC has identified the gap groups not currently served by other organizations. MCC's programs and services are tailored to ensure that the organization can care for those who may not be able to afford care by securing grants and contracts so those who need our services are not turned away.

The MCC facility and staff are essential in ensuring the programs meet the community's needs. With the rising cost of living in Hawaii and the recent minimum wage increase, MCC needs to bring in approximately \$46,000.00 more a month to continue providing adequate compensation for the staff. As a private non-profit organization, MCC does not have the liberties of a for-profit organization or company to accumulate income for wages. MCC is requesting \$550,000, to support salaries, payroll taxes, fringe benefits, and facility expenses (utilities and repairs/maintenances).

### **III. Service Summary and Outcomes**

MCC's mission statement is to enrich the lives of our Moiliili Community by providing the residents of Moiliili and the surrounding communities with the support, services, and programs to enhance individual, family, and community life. MCC runs a variety of programs for children to seniors, which include: The Children and Families Program, (CFP), the Japanese Language School Program, (JLS), the Moiliili Senior Center Program, (MSC), the Kupuna Support Program, (KSP), and the Hidden Treasures Thrift Store. Below are the proposed services for each program:

#### **Children and Families Program**

##### **A. Scope of Work**

The Children and Families Program (CFP) holds childcare programs that aim to provide physical stimulation through outdoor play, academic assistance through study hall, and indoor stimulation through arts and crafts/quiet time. These childcare programs include early morning care, after-school care, full-day holiday care, intersession care, and summer fun. CFP also gives the parents peace of mind that their children are in a safe environment to play, learn and socialize with their peers.

CFP is contracted by the Department of Education to hold A- After-school care programs at Jefferson Elementary School and Kaahumanu Elementary School, for after-school care.

All childcare programs provide the following activities:

**Physical Activities** to keep the children active and to learn how to work together while playing a game.

**Study Hall** provides the children with the chance to finish homework before they go home or go to a sport that they are in.

**Arts and Crafts** to reinforce creativity and mental activity.

In addition to these services, Programs at Kaahumanu elementary provide daily healthy snacks funded through the DOE. The children that come to MCC for after-school care are encouraged to bring their own healthy snacks whenever possible.

The MCC after-school care, and Early Morning Care run from the first day of school to the last day of school. Early morning Care is from 6:30 am – 8:00 am, and MCC after-school care from 2:30 pm – 5:30 pm on Mondays, Tuesday, Thursday, and Fridays. On Wednesdays, after-school care is from 1:30 pm – 5:30 pm. Intersession care is offered for spring, fall, winter, and summer breaks.

The childcare at MCC is provided by two program coordinators, three Japanese School Teachers who help with child supervision, and five recreational leaders. The childcare at Kaahumanu elementary school is provided by two coordinators, one coordinator aid and five recreational leaders. CFP continues to follow COVID-19 safety protocols to keep all staff, parents, and children safe. Staff are responsible for sanitizing surfaces, and ensuring the children are wearing masks and practice hand washing per CDC guidelines.

#### **B. Timeline**

All service activities are ongoing throughout the year. Completing the service objectives will be at the end of the contract year. Outcome objectives will be obtained at completion of service or on a semi-annual basis for classes.

#### **C. Quality Assurance and Evaluation**

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and ensure its viability. The evaluation plan is listed below.

1. MCC recreation leaders oversee the creation and implementation of various outdoor activities, which will keep all students engaged and teach the importance of teamwork. All activities require approval from the site coordinator before the children participate.
2. Parent evaluations are done towards the end of the school year and A+ Parent-student surveys are conducted, which allows parents to evaluate the A+ program on a quantitative basis. The surveys are submitted anonymously, so parents are encouraged to voice any concerns, ideas, or comments on how the program can be improved. Parents are also encouraged to comment



on the aspects of the program that they find beneficial to their children and procedures they find our staff is implementing well.

3. The program director will set up a meeting with parents to resolve any issues regarding staff or participants.
4. Written reports are done on individuals to ensure that the objectives are met.
5. Staff is evaluated using performance reviews, allowing team members to focus on the areas that need improvement to better serve our children and participants.
6. Site visits for MCC after-school settings are conducted annually, to make sure staff is following and implementing the rules and regulations, and the total effectiveness of our programs.

#### **D. Measures of Effectiveness**

The program's effectiveness is measured by the number of students served, student feedback, and responses to parents. CFP estimates that it will serve from 60 to 708 unduplicated individuals at each childcare site. These individuals will have a safe environment to spend time in while their parents are at work. The children will have increased physical and mental stimulation and have more opportunities to socialize with peers.

### **Japanese Language School**

#### **A. Scope of Work**

MCC JLS provides a place for children of Japanese descent to learn and pass on their Japanese culture. MCC JLS is open to elementary school students from kindergarten through fifth grade. Teachers instruct Japanese through speaking, reading, and writing in a modern, interactive environment, rather than through traditional translation methods. Beginning in the kindergarten class, teachers teach hiragana and numbers through songs and dances. As students progress through the upper-level grades, they learn katakana, kanji, and conversational Japanese. In the upper-level grades, computer and calligraphy classes are also incorporated into the curriculum. Throughout the year, a variety of cultural events and activities are held, and the teachers are committed to exposing the children to culture and helping them in their future.

Classes are held every day, Monday through Friday afternoons, and are aligned with the public-school calendar. Classes are forty-five (45) minutes in duration. Japanese School is in session between the hours of 3:10 pm – 4:40 pm. The JLS coordinator will set the bell schedule each school year based on enrollment. JLS is closed during all public-school fall, winter, spring, and summer breaks, as well as federal and state holidays. During the breaks, children who are participating in the MCC CFP will naturally acquire simple Japanese vocabulary and will have opportunities to naturally experience Japanese culture through activities since Japanese teachers are also involved in each program.

MCC offers two options for JLS participants:

#### **Japanese Language School and After-School Program**

1. Forty-five (45) minutes per day of Japanese Language instruction
2. Childcare before and after Japanese class (includes homework assistance & activities)

### **Japanese School ONLY**

1. Forty-five (45) minutes per day of Japanese Language instruction
2. Children **MUST** be picked up immediately after class ends (no childcare services beyond 5:30 pm)

MCC JLS offers the following service activities for kindergarten through fifth-grade students.

**Learning Japanese:** How to read, write, and pronounce hiragana, katakana, kanji, and Romanization as well as various counting systems unique to Japan and Japanese conversation.

**Passing on Japanese culture:** JLS provides opportunities for children to learn about Japanese culture by recreating events held in Japan during the four seasons. JLS also makes every effort to introduce children to Japanese culture naturally by incorporating activities such as “Jan-ken,” rock-paper-scissors, and Origami into our regular classes.

**Japanese courtesy and ways of thinking:** MCC JLS teaches Japanese courtesy and unique Japanese ways of thinking, like “Omotenashi” (Japanese hospitality), “Mottainai,” “Omoiyar” (Sympathy and Caring), etc. in the classroom additionally, twice per month working with kupuna in a KSP class project to foster ancestry and respect of elders and family is included. JLS provides opportunities for children to learn about respect for others, taking care of things, caring for people and things, helping each other, and perseverance.

**Responding to Parents:** Conduct “Parent Teacher Conference” once a year and distribute progress reports at the end of year.

MCC JLS program is offered by three teachers and one coordinator. Program staff is responsible for facilitating and coordinating daily classes and seasonal events, monitoring children’s attendance, and adhering to COVID-19 safety protocols (wearing masks, sanitized desks, chairs, and communal areas and children’s hands are sanitized thoroughly before entering class and kept at a reasonable distance). We also conduct Christmas and end-of-year events recorded via video for family and extended loved ones to keep the number of guests down to a minimum so that we keep MCC participants safe.

### **B. Timeline**

All service activities are ongoing throughout the year. Completing the service objectives will be at the end of the contract year. Outcome objectives will be obtained at the completion of service or on a semi-annual basis for classes.

**C. Quality Assurance and Evaluation**

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and ensure its viability. The evaluation plan is listed below.

1. The teachers have a meeting with a JLS coordinator to discuss classroom issues, problems, and ideas or classes and events once a month.
2. The coordinator has daily conversations with each teacher before and after class to check on how the children are doing in class, how the class is progressing, and to check on how the children are doing in class, how the class is progressing, and to help the teachers when they need help. The coordinator also spends a few minutes in every class each day and directly informs the teachers of any improvements if necessary.
3. We take the opportunity to talk with our students and listen to what they say from the children's point of view to improve our teaching.
4. We identify what is necessary for daily operations and eliminate what is unnecessary to improve work efficiency.

**D. Measure of Effectiveness**

The program's effectiveness is measured by the number of students served, student feedback and parent responses. JLS estimates that classes will be served to 50 to 60 unduplicated individuals. These individuals will have a better understanding of Japanese language and culture that they can share with future generations.

**Moiliili Senio Center Program**

**A. Scope of Work**

Moiliili Senor Center Program, MSC, aims to provide a place where older adults can participate in productive and leisure activities, have social interaction, find resources and information, and obtain needed services. Many of the seniors participate because of an affinity with a center in their neighborhood; a location where they feel welcome and know others who attend. The program continually balances various levels of senior needs and interests with affordable classes, seminars, services, and events. Other ongoing efforts reach out to frail and homebound bound elderly.

MSC provides the following service activities:

**Exercise/Physical Fitness** activities to improve strength, balance, fall prevention, flexibility, endurance, muscle tone, reflexes, cardiovascular health, and other aspects of physical functioning.

**Recreation and Leisure** activities such as performing arts, games, and crafts that foster the health and social well-being of older adults through social interaction and meaningful use of time.

**Education/Training** sessions that assist older adults to acquire knowledge and skills for vocational improvement, personal/social enrichment, and better cope with life situations skills.

**Assisted Transportation** trips are defined as assistance and transportation, including escort, for a person who has difficulties (physical/cognitive) using regular vehicular transportation.

These service activities are provided by three full-time and two part-time staff members. Program, staff is responsible for facilitating and/or coordinating program activities and special events, keeping track of participant attendance, setting up and breaking down classrooms and shared spaces, ensuring the physical and emotional well-being of all participants, completing administrative reports, and upholding COVID-19 safety protocols (sanitizing all shared spaces and surfaces). The Program Worker/Driver is responsible for providing one-to-one service using a minivan. Ongoing classes are led by volunteers and are being held in person and virtually. All services, classes, workshops, seminars, and special events are scheduled with the information included in the monthly newsletter.

MSC Program receives funds from the Elderly Affairs Division, (EAD), City and County of Honolulu, Department of Community Services, used to cover staff salaries and a small portion of the operational expenses. Program Income (participant contributions) and other fundraising efforts cover another portion of expenses, but the agency must still absorb a large part of the costs.

**B. Timeline**

All service activities are ongoing throughout the year. Completing the service objectives will be at the end of the contract year. Outcome objectives will be obtained at the completion of service or on a semi-annual basis for classes.

**C. Quality Assurance and Evaluation**

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and ensure its viability. The evaluation plan is listed below.

1. Hold at least one general meeting a year to solicit input from seniors on changes, policies, types of activities, etc. The meeting will be hosted by The Advisory Committee of the Senior Center Program as a means of getting honest and open comments without staff presence or pressure.
2. Periodically survey the members for comments, opinions, and suggestions regarding the kinds of activities, and opportunities they enjoy or would like to see at the Center. A formal written survey will be conducted. Doing this on a

semi-annual basis will give a better picture of where we are in relation to our outcome measurements.

3. Obtain members' evaluations of classes, activities, and special events to determine what was gained or learned and whether to continue or change the offers(s). For specific activities and/or workshops, an informal oral evaluation, or at times a short-written evaluation, requesting feedback and comments will assist in the future planning of similar activities.
4. Periodically obtain volunteers' feedback on the tasks performed and other opportunities they would like to have offered.
5. Case conferences by the Program Director and staff member(s) involved provide continual follow-up. Sporadic talks with the clients will also provide feedback on the services received.
6. Statistics will be kept, and reports made to the Executive Office on Aging, (EOA). These reports are analyzed regularly to see if objectives are being met.

#### **D. Measures of Effectiveness**

The program's effectiveness will be measured by the number of services provided and persons served.

##### **1. Exercise/Physical Fitness**

120 sessions of exercise and physical fitness activities will be provided to 90 unduplicated individuals. These individuals will experience renewed energy, improvement in their flexibility and endurance, and will continue a form of exercise beyond three months due to some improvement in their physical functioning.

##### **2. Recreation and Leisure**

200 sessions of recreation and leisure activities will be provided to 90 unduplicated individuals. Activities include craft classes or workshops, games, music, dance, performances for others, and special events. Individuals who participate will maintain their social engagement and connectedness and sustain that involvement for at least three months. Individuals will also benefit cognitively and physically through social engagement.

##### **3. Education/Training**

45 sessions of education/training will be provided to 30 unduplicated individuals. Sessions include educational classes/workshops, resource seminars, and technology training. Individuals who participate will expand their skills and knowledge base and continue these skills for at least three months. Individuals will also experience increased socialization and community involvement and will maintain or improve their independence and cognitive functioning.

##### **4. Assisted Transportation**

64 one-way assisted transportation trips will be provided to 10 unduplicated individuals. These individuals will be able to access resources and attend or become involved in activities to maintain their independence.

## **Kupuna Support Program**

### **A. Scope of Work**

The Kupuna Support Program, (KSP), is a daily adult respite care program that aims to provide physical, cognitive, and social stimulation, maintaining current levels of functioning and delaying the need for more advanced care. Not only does the program provide a place for elderly Kupuna to stay active engaged during the day, but it also relieves the Kupuna's caregivers from their caregiving duties, reducing caregiver burnout and allowing them the opportunity to take care of other errands without having to worry about their loved ones.

KSP provides the following service activities:

Physical Activity/Exercise program to improve flexibility, strength, mobility, and increased blood flow.

Cognitive activities to improve memory, concentration, and understanding.

Fine motor activities that engage muscles and help maintain function in hands, fingers, and wrists.

In addition to these service activities, the program participants are provided with a nutritious hot lunch and transportation to and from the Center. Transportation is provided to participants who live within the boundaries of Ward Avenue to Kaimuki using MCC's vehicles based on availability. The working caregiver relies on MCC's transportation service as it allows them to get their loved one(s) to and from the program while not having to worry about driving the kupuna themselves and navigating around their work schedule.

These services are provided by three full-time staff, one part-time staff, and two program workers employed by the Senior Community Service Employment Program under the Department of Labor and Industrial Relations. Program staff is responsible for facilitating and/or coordinating program activities, providing transportation to and from the center, ensuring the physical and emotional well-being of all participants, completing administrative reports, and upholding COVID-19 safety protocols (sanitizing all shared space and surfaces). Observations regarding the kupuna participants' spaces and surfaces). Observations regarding the kupuna participants' physical and cognitive functioning are documented by staff members and reported to the participants; family and/or caregivers. This communication between staff and caregivers ensures the participants receive appropriate and quality care.

### **B. Timeline**

All service activities are ongoing throughout the year apart from observation of State holidays. Completing the service objectives will be obtained at the end of service or semi-annual for classes.

**C. Quality Assurance and Evaluation**

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and ensure its viability. The evaluation plan is listed below.

1. Periodically survey the participants and caregivers for comments, opinions, and suggestions regarding the kinds of activities, and opportunities they enjoy or would like to see in the program. A formal written survey will be conducted semi-annually and will show the program's progress in relation to outcome measurements.
2. Open communication between staff and caregivers to ensure participants are receiving quality care.
3. Accommodation will be made by the Program Director to resolve any issues regarding care or participants.
4. Statistics will be kept, and reports made and analyzed regularly to assure objectives are met.

**D. Measures of Effectiveness**

1. **Physical Activity/Exercise**  
120 sessions of physical activity/exercise will be provided to 16 unduplicated individuals.
2. **Cognitive activities**  
120 sessions of cognitive activities will be provided to 16 unduplicated individuals. These individuals will experience improvements or maintenance in their memory, concentration and understanding.
3. **Fine motor activities**  
120 sessions of fine motor activities will be provided to 16 unduplicated individuals. These individuals will experience improvements or maintenance in the functioning of hands, fingers, and wrists.

**IV. Financial**

**A. Budget**

1. Budget for **FY2025** – Forms Attached.

**B.** Anticipated quarterly funding requests for the fiscal year 2025.

**C.** Other Funding Sources for FY2025:

As noted in budget sheet delayed see attached.

**D.** State and Federal Tax Credits (past three years)

None.

**E. Federal, State, and County Government Contracts, Grants, and Grants in Aid (past three years)**

1. OCS-GIA-23-22	4/1/23 – 3/31/24	\$450,000
2. MA-DCS-2400021	10/23 – 9/24	\$114,999
3. CT-DCS-2400042	11/23 – 10/24	\$200,000
4. MA-DCS-2000142	7/1/20 – 9/30/23	\$318,763
5. 2101HICSC6	10/11/21 – 8/31/23	\$369,135
6. ASO Log No. 22-234	3/1/22 – 6/30/23	\$287,129
7. MCC2020A09	7/1/20 -6/30/21	\$125,000
8. MA-DCS-1800108	7/1/19 – 6/30/20	\$106,277
9. MCC2019A09	7/1/18 – 6/30/20	\$150,000

**F. Balance of unaudited unrestricted current assets as of November 30, 2023:**  
\$153,019.00.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$137,500	\$137,500	137,500	\$137,500	\$550,000

**V. Experience and Capability**

**A. Necessary Skills and Experience**

**Children and Families Program**

The Children and Families Program (CFP) has been in operation since the 1960s. In addition to running operations for afterschool care at the Center, MCC has been awarded contracts to manage A+ sites at public elementary schools. MCC is licensed by the State of Hawaii Department of Human Services Group Care Licensing Division for Before and After-school Childcare. For over 55 years, the Center has offered childcare programs and carious classes to children ranging from Japanese language and culture, computer, music, dance, tutorial and other various specialized classes in the community and DOE schools. Training is provided for staff as outlined by the Department of Human Services for all employees. MCC provides A- after-school care to students from Kaahumanu School, Lunalilo School, and Jefferson School, and actively participates with their respective School Community Councils. Early Morning Care is provided at Hokulani elementary School from 6:30 am – 8:00 am

Trained staff to plan monthly themes focused on traditional holidays, special occasions, and festivities. Daily schedules are posted to maintain program consistency and meet accomplished goals and objectives based on benchmarks for child development. During after-school hours, the program focuses on essential components homework, enrichment activities, character development, free play, coordination, and physical development.



## **Japanese language School**

MCC's Japanese language school (JLS) traces its origin to 1902 when a group of community leaders founded a school to provide education for children to preserve their native Japanese language and culture. Throughout the 1940s the school became the center for other community activities, such as Red Cross and Boy Scouts while fulfilling the needs of immigrant families who depended upon its support and the friendships formed there. In 1945, the Moiliili Community Association was chartered and incorporated as a non-profit organization. JLS has since expanded. JLS staff are experienced in speaking the native language and teaching children. Under the supervision of the Program Coordinator, teachers develop the curriculum based on their experience and accommodation for their students.

After reopening with caution from COVID-19 pandemic, JLS teachers and students adhere to MCC's strict safety protocols, which include wearing masks, practice social distance and sanitizing all communal areas along with vigorous and continued handwashing before entering class.

## **Moiliili Senior Center Program**

Moiliili Senior Center Program (MSC) was established in 1971 with public and private funding in collaboration with the then State commission on Aging, Church of the Crossroads, and Moiliili Hongwanji Mission. From the findings of two UH graduate students, a place for older adults to congregate, socialize, and learn was needed. MCC was designated as the agency to provide this.

The management of the Kapahulu Center, another senior center in the nearby area, came under MCC in 1998 when their state grant was transferred from the UH Manpower Training Program. In 1997, Kapahulu Center established its own private non-profit agency and became independent of MCC following a one-year transition period. This change was brought about because of the 50% cut in funding (due to the downturn in the economy) that MCC received from the State. The reduced appropriation did not meet the rent and personnel expenditures needed to run the program at two sites at the level the State desired. This change allowed the Kapahulu Center to fundraise without monies reverting to the State or MCC.

For the past 50 years MSC Program, through its contract with the City and County of Honolulu Elderly Affairs Division, has provided classes, seminars, unique events, workshops, transportation, assisted transportation, paraprofessional counseling services, telephone reassurance, volunteer opportunities, and information and referral to those living in Census Tracts 01-37 (Ward Avenue to Hawaii Kai). All the classes and groups are led by volunteers.

## **Kupuna Support Program**

MCC respite care program was established in 2005 under the name “Senior Support Program” with funding from the City and County of Honolulu. In 2010, the name was changed to “Kupuna support Program”, (KSP). The program started in a small classroom, serving around five seniors from the nearby community three days a week. KSP gradually expanded, moving to a bigger classroom, and providing its services five days a week to more participants.

KSP staff are attentive to the kupuna, making sure they are engaged in activities and helping them if they require assistance. The staff works together to supervise the kupuna and best attend to their needs. To ensure safety and fall prevention, kupuna participants are escorted by staff members when moving from room to room and when being taken to the vehicles.

KSP also receives volunteers from the Senior Community Service Employment Program, a part-time employment and training program for seniors. SCSEP volunteers are interviewed before working at the Center to ascertain if they would work well with the program and if accepted are trained on the job to assist the kupuna participants.; many of our SCSEP volunteers have had prior experience working with kupuna. The determination to hire SCSEP volunteers is based on job performance.

As the kupuna are one of the most vulnerable populations. During the pandemic, it was imperative to consider their safety and well-being when reopening the program. KSP moved its class to the 3<sup>rd</sup> floor studio room where there is more room to adequately space out and comply with COVID-19 safety guidelines. The kupuna are seated with their own set of materials (e.g., hand sanitizer, colored pencils, etc.) to reduce the potential for cross-contamination. Commonly touched surfaces are sanitized frequently throughout the day and staff and participants are required to wear a mask.

### **B. Facilities**

MCC is comprised of three buildings: a three-story main building with 18 rooms (8 of which are multi-purpose classrooms), the two-story Harry & Jeanette Weinberg Building, and the Old Studio. Parking is available on-site.

The first floor of the main building contains the largest multi-purpose room used by MSC and CFP. Two classrooms and the administrative offices are also on the first level. On the 2<sup>nd</sup> floor, four classrooms are used daily by senior participants for various activities in the mornings until 2:30 pm. After 2:30 pm, all classrooms are used by children attending JLS and MCCs after-school program. MSC and CFP offices are also maintained on the 2<sup>nd</sup> floor. On the 3<sup>rd</sup> floor is a studio with a wooden floor designed and equipped with mirrors, fans, and mats for dance classes and exercises such as tai chi, yoga, meditation, and lounge/meetings.

The main building has stairs on both ends and an elevator. All men's and women's restrooms on all three floors are wheelchair accessible. Renovation of the second and third floor restrooms was completed in 2009 with CBDG funds to be ADA-compliant.

MCC Thrift Store is housed on the first floor of the Weinberg building. The 2<sup>nd</sup> floor is also a studio with a wooden floor used for dance classes, exercise classes, martial arts groups, and meetings. An elevator services this building; bathrooms on the first floor are handicap accessible.

The Old Studio, the last remaining structure from the old Moiliili Japanese school days is a popular meeting place for dance and exercise classes. It is wheelchair accessible via a ramp.

There are three areas designated for parking adjacent to the main building and next to the Thrift Store. There are five designated handicap stalls, four near the main building and one by the Thrift Store. Parking is limited due to the heavy usage of the rooms throughout the day by diverse groups. Many participants walk to the Center, are dropped off, or utilize the bus. We are located close to the major intersection of University Ave., South King Street, and South Beretania Street, accessible to many bus routes.

## **VI. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

Job descriptions for all programs are attached.

#### **Children and Families Program & Japanese Language School**

There is a Program Director, Administrative Assistant, program Coordinator, site Coordinator, Recreational leaders, Recreational Aides, Special Education Assistant, and adult volunteers. On-call substitutes and instructors are called as needed.

#### **CFP STAFF QUALIFICATIONS:**

The **Program Director** is responsible for overseeing and managing CFP department, which provides programs for childcare that includes family support, ensuring compliance with agency policy and State regulations, budgeting, evaluating program effectiveness, developing methods of improving performance, and increasing efficiency. The Director is a liaison between the school, parents, district office, and other agencies. This position receives general supervision from the Executive Director. Qualification requirements are a master's degree in the field of Human Services or a bachelor's degree with three (3) years of related work experience.

The **Administrative Assistant** is responsible for the childcare program in recruiting training scheduling marketing, employee data entries, evaluating program effectiveness, payroll, planning, and implementing activities conducive to the social development of young children. The Administrative Assistant assists the director in maintaining communication between the school, parents, district office, and other agencies. The Program Coordinator assists in training staff personnel, evaluating program effectiveness, corresponding with parents, and overseeing planned curriculum activities and receives general supervision from the Director. Qualification requirements are a bachelor's degree or two (2) years of college education with six (6) months experience in working with school-aged children; or completion of high school with nine (9) months experience in working with school-aged children or any combination of equivalent training or experience.

The **Site Coordinator** promotes the after-school program through carefully planned curriculum and activities, scheduling, training, evaluating program effectiveness, payroll, employee data entries, and collection of fees, and organizes and implements the daily schedule and unique events. This position receives general supervision from the Administrative Assistant. Qualification requirements are a bachelor's degree with 1-year experience or CDA with six (6) months experience in working with school-aged children, or completion of high school with nine (9) months experience in working with school-aged children or any combination of equivalent training or experience.

**Recreational leaders, Aides and On-Call Substitute Leaders** are responsible for the safety and well-being of the children. Daily attendance and absent tardy checks are required to ensure the safety and accountability of each child present at the school site. Parent, guardian, and other authorized individual checks are required through ID checks throughout the school year. Leaders are required to plan, organize, and implement the various essential components daily. Qualification requirements are a High School diploma and 1-year experience in working with children in a supervised setting. This position receives general supervision from the Program Coordinator and Site Coordinator.

The Instructor/Teach is responsible for the academic curriculum and leisure instruction; plans for the development and assignment of group curricula and projects; and determines and outlines specific goals, and time of each lesson. This position provides general supervision to children, the ability to communicate effectively and to motivate children constructively.

### **Senior Center Program**

Presently, there are five staff members under the MSC Program. These include a Program Director, Program Coordinator, Program Assistant, Program Assistant/ Driver, and Program Worker. Based on position counts, this comes to a ratio of 1 paid staff to 591 clients per month. These positions are primarily paid for through a contract with the City and County of Honolulu, Department of Community Services, Elderly Affairs Division.

## MSC STAFF QUALIFICATION:

The **Program Director** provides overall supervision, maintains channels of communication, and works to resolve any demanding situation. The Program Director is also responsible for handling much of the basic information and referral inquiries, identifying the needs of the population, developing programs, preparation of monthly, quarterly, and annual reports as well as grants, contracts and assisting with short-term emergency services needing assistance. This position receives general supervision from the Executive Director. Qualification requirements are a master's degree in the fields of Human Services, Communication, Research, Social Sciences the study of Human Experiences or a bachelor's degree with three (3) years of related work experience.

The **Program Coordinator** does the basic planning of classes, seminars, and activities, works with the volunteer instructors and group leaders, and coordinates the monthly newsletter. These activities are utilized by over 591 individuals monthly. Along with our "team" approach, the Program Coordinator assists individuals monthly with other services, such as requests for transportation, or just listening to seniors and or lending a comforting hand. This position is directly supervised by the Program Director. Qualification requirements are a master's degree in the field of human Services or a bachelor's degree with four (4) years of related work experience or a High School diploma along with four (4) years' experience in a similar capacity.

The **Program Assistant** assists the Program Coordinator with the implementation and coordination of classes, seminars, and activities. The Program Assistant is also responsible for registering new members for the program and providing information and resources to participants, family members, and others. This position is directly supervised by the Program Director. Qualification requirements are a High School diploma and preferably experience working with older adults.

The **Program Assistant/Driver** (this position will possess a high school diploma and valid driver's license) provides information and referral services and assisted transportation services to appointments, shopping, etc. This position is under the direct supervision of the Program Director. Qualification requirements include a bachelor's degree in the field of Human services or a High School degree along with four (4) years of related work.

The Program Worker provides information and referral services, assistance with applications, and other services as needed or requested. This position also helps with registration, class set-up, receiving telephone reassurance calls, and taking inquiries for participation in the program. This position is directly supervised by the Program Director. Qualification requirements are a High School diploma and preferably experience working with older adults.

## **Kupuna Support Program**

There are five staff members under the Kupuna Support Program, not including volunteers from the Senior Community Service Employment Program. These include a Program Director, Program Coordinator, Program Assistant, Program Aide and Driver.

#### KSP STAFF QUALIFICATIONS:

The **Program Director** provides overall supervision, maintains channels of communication, and works to resolve any demanding situations. The Program Director is also responsible for handling much of the basic information and referral inquiries, identifying the needs of the population, developing programs, preparation of monthly, quarterly, annual reports along with grants, contracts, and assists with short-term emergency services. This position receives general supervision from the Executive Director. Qualification requirements are a master's degree in the fields of Human Services, Communication, Research, Social Sciences the study of Human Experiences or a bachelor's degree with three (3) years of related work experience.

The **Program Coordinator** does the basic preparation and implementation of activities. These activities must accommodate up to 16 participants per day. The Program Coordinator must ensure the safety and well-being of all participants and exercise judgement in day-to-day operations. This position is directly supervised by the Program Director. Qualification requirements are a bachelor's degree in human services or a related field with 1-year related work experience, or a certification from a two-year program in a related field and three (3) years of paid experience working with the elderly population.

The Program Assistant assists with planning and coordinating activities for participants. The Program Assistant also assists in ensuring the safety and well-being of participants. This position is under the direct supervision of the Program director. Qualification requirements are a High School diploma and preferably experience working minimum of one (1) year with older adults.

The driver provides transportation for participants to and from the Center for those living from Ward Avenue to Kaimuki. This position is directly supervised by the Program Director. Qualification requirements are a High School diploma, a valid driver's license and preferably experience working with older adults.

All programs' staff are assisted overall by Moiliili Community Center's paid administrative staff which includes the Executive Director, the Accountant and fiscal staff, clerical staff, receptionist, parking attendants, and maintenance. Without the Center's assistance, the programs could not function alone.

All staff members are under MCC's Personnel policies. Staff must follow these standards unless so noted per contractual requirements. CPR and First Aid are required for all positions.

Policies for volunteers working with proprietary information are discussed with the volunteer during orientation or on their first day of service. These volunteers are issued picture OIDs. The agency is registered with eCrim to check the background of potential volunteers.

The Executive Director of the Community Center directly supervises all Program Directors, who oversee their respective programs and staff. The Program Directors are responsible for training and developing their respective staff members and volunteers and all necessary certifications.

C. Organization Chart

Organization – Wide Organization chart – Form Attached.

D. Compensation

Annual salaries for the three highest-paid employees of MCC are:

- Executive director
- Accountant
- Office Manager

VII OTHER

A. Litigation

This agency is not a party to any pending litigation, nor do we have any outstanding judgements.

B. Licensure or accreditation

Not applicable.

C. Private educational Institutions

Not applicable.

D. Future Sustainability Plan

Plan for sustaining after fiscal year 2024-2025 if the grant is received:

- (a) As MCC has been in operation for over 120 years, we understand the importance of sustainability, to be able to continue to service and assist the community. With this grant, we will continue to uphold the number of staff reported, abide by the minimum wage increases mandated and continue to provide existing programs for MSC, CFP and KSP.

Plan for sustaining after fiscal year 2024-2025:

- (b) In addition to the grant funding from the City and State, after fiscal year 2024-2025 MCC will raise funds through other venues. These include the MCC Hidden Treasures Thrift Store, which sells items donated to the Center, and from users of our facilities from various organizations. The MSC Program will also raise

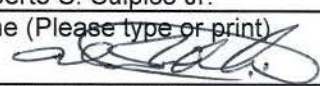
funds to help subsidize its various programs through rummage sales and craft fairs and an annual donation dinner from donors.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Moiliili Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	444,750			
2. Payroll Taxes & Assessments	34,023			
3. Fringe Benefits (Medical & retirement)	71,227			
<b>TOTAL PERSONNEL COST</b>	<b>550,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>550,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Norberto S. Sulpico Jr.	808-955-1555	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/17/24	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>550,000</b>	Nadine N. Nishioka - Executive Director		
		Name and Title (Please type or print)		



**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Moiliili Community Center

RFP No.: \_\_\_\_\_ Period: 7/1/2024 to 6/30/2025

Date Prepared: 12/18/2023

Contract No.: 2024 GIA FUND  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Payroll taxes & Social Security	As requir 444,750.00	7.65%	34,023
Unemployment Insurance (State)	As required by law	As required by law	
Worker's Compensation	As required by law	As required by law	
Temporary Disability Insurance	As required by law	As required by law	
SUBTOTAL:			34,023
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$ 61,100.00	100.00%	\$ 61,100
Retirement	10,127.00	100.00%	\$ 10,127
SUBTOTAL:			\$ 71,227
<b>TOTAL:</b>			\$ 105,250

**JUSTIFICATION/COMMENTS:**

This request is for the health insurance premium and retirement for MCC supervisors and officers.

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Appr

Moiliili Community Center

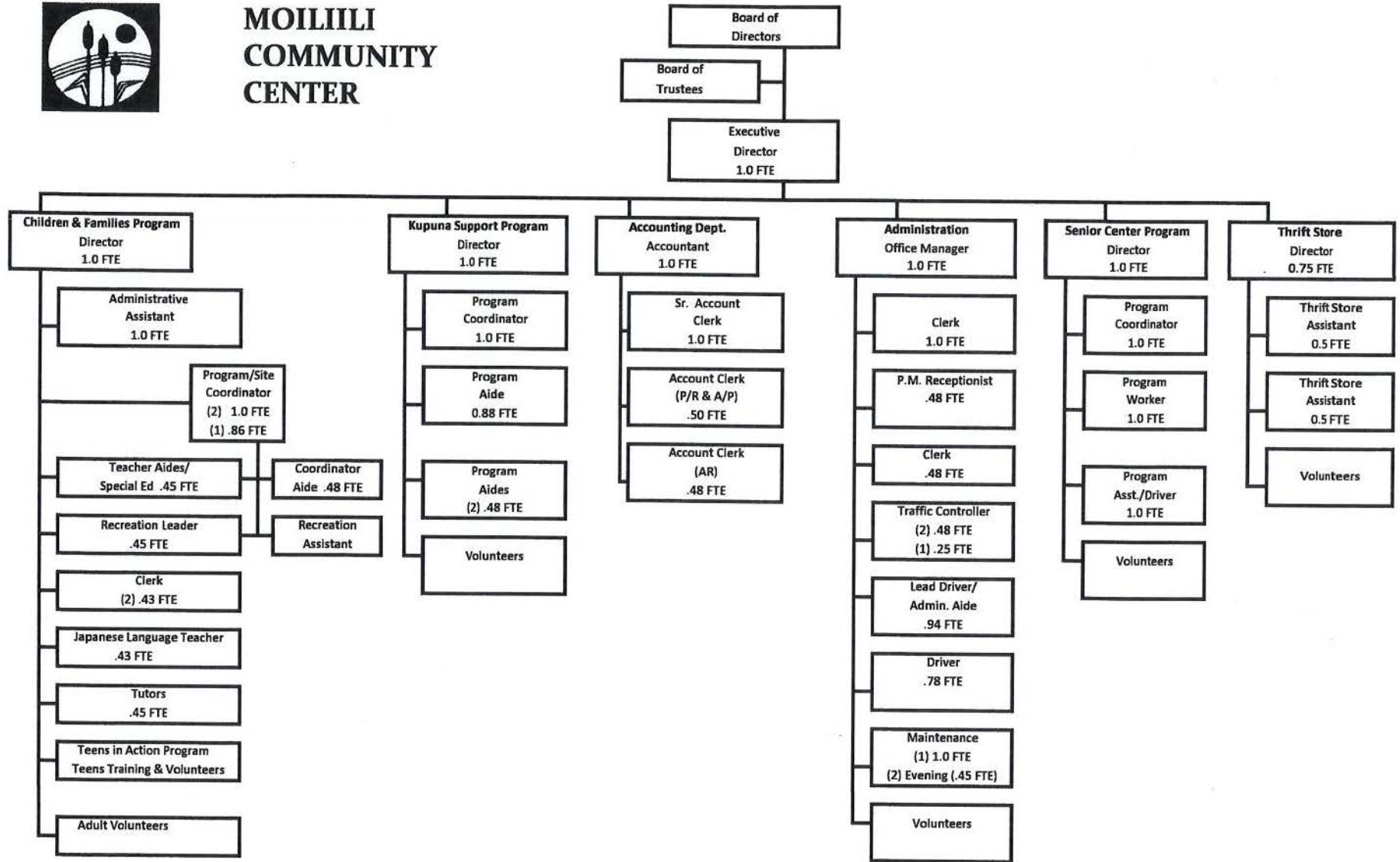
Contracts Total: \$ 2,121,303

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	OCS-GIA-23-22	4/1/23 - 3/31/24	Office of Com. Serv.	State	\$ 450,000
2	MA-DCS-2400021	10/23 - 9/24	City and County	Honolulu	\$ 115,000
3	CT-DCS-2400042	11/23 - 10/24	City and County	Honolulu	\$ 200,000
4	MA-DCS-2000142	7/1/20 - 9/30/23	Eldery Affairs Division	Honolulu	\$ 318,762
5	2101HICSC6	10/11/21 - 08/31/23	Dept. of Human Serv.	State	\$ 369,135
6	ASO Log No. 22-234	3/1/22 - 6/30/23	Exec. Ofc. on Aging	State	\$ 287,129
7	MCC2020A09	7/1/20 - 6/30/21	Exec. Ofc. on Aging	State	\$ 125,000
8	MA-DCS-1800108	7/1/19 - 6/30/20	Eldery Affairs Division	Honolulu	\$ 106,277
9	MCC2019A09	7/1/18 - 6/30/20	Exec. Ofc. on Aging	State	\$ 150,000
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# MOIILILI COMMUNITY CENTER

## ORGANIZATIONAL CHART



MOILILI COMMUNITY CENTER Job Number: D 1

## **JOB DESCRIPTION**

**Position Title: Children and Families Director**

**Department: Children and Families FLSA Status: Exempt/salaried**

**Reports to: Executive Director Subordinates: Children and Families Staff**

### **Primary Responsibilities:**

An employee in this position is responsible for overseeing the Children and Families Program, which provides A+ DOE programs, childcare, family support, leadership building and Japanese language and culture instruction for children. The incumbent exercises wide latitude in day-to-day decision-making and receives general supervision from the Executive Director. Throughout the year, will require some nights and weekends.

### **Essential Functions:**

#### **1. Program Development:**

- a. Identify problems and needs of children, youth and families; develop appropriate programs and activities in accordance with agency mission.
- b. Plan and assist in the development of the Program's budget; exercise control over expenditures.
- c. Direct the implementation of program activities, coordinating logistics with other units and programs as necessary.
- d. Evaluate program effectiveness; develop methods of improving performance and increasing efficiency.
- e. Seek funding and grants for program development.

#### **2. Management and Supervision:**

- a. Maintain system of communication and information sharing through program and supervisory meetings and written memoranda and site visits.
- b. Direct Administrative Assistant's and Program Coordinators' activities and evaluate performance.
- c. Establish appropriate training for staff and volunteers.

#### **3. Marketing and Community Relations.**

- a. Process applications for fee-waiver/reduction.
- b. Direct and approve the development and distribution of program flyers and newsletter.
- c. Maintain liaison with neighborhood schools, government agencies, community agencies and families.
- d. Provide opportunities for meaningful volunteerism, recruit volunteers, and training.
- e. Attend conferences and workshops, representing the Program as requested.

#### **4. Other Duties.**

- a. Participate in in-service training sessions and staff meetings.
- b. Perform statistical and status reports and maintain appropriate records.
- c. Perform other related tasks as assigned.

#### **Working Conditions:**

Employee works indoors in an air-conditioned office setting and outdoors under varying weather conditions. Requires regular site visitations.

#### **Equipment Used:**

- a. Uses computer, telephone, adding machine, fax machine and typewriter and recreational equipment appropriate to childcare.
- b. May be required to drive the Center's commercial motor vehicles and vans based on driver license endorsement.

#### **Work Hours:**

Work hours are determined by the Center/Program Business needs and may extend beyond the Center's hours of operation to include nights and weekends.

#### **Physical, Mental and Communication Demands:**

- a. Prioritizes work assignments for a team with potentially conflicting deadlines.
- b. Supervises employees that provide childcare and that supervise children at various sites and under varying conditions.
- c. Provides direction to staff with multiple and potentially conflicting deadlines.
- d. Communicates complex information to staff, children and their parents. Other agencies and DOE schools under varying circumstances.

#### **Skills/Knowledge:**

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate equipment, provide instructions and train staff in Center and on-site safety procedures.

#### **Qualification Requirements.**

**Education:** Bachelor's degree with 3 years related work experience or equivalent combination of training, education and experience.

**Knowledge of Grammar, spelling and word usage; arithmetic, classroom management; working with children; public relations; grant writing; basic marketing.**

**Ability to:** Understands and follows oral and written instructions; speaks and deals effectively with government agencies, schools, private organizations and families; implement various aspects of education program goals, functions and activities; organize staff training and volunteers.

**Physical & Medical:** Applicants must be physically able to perform efficiently and effectively, the essential duties of the position and have the ability to participate in recreational and physical fitness activities consistent with the after-school program when needed.

**Preferred Qualifications.**

**Education:** Bachelor's and/or Master's degree in the field of Human Services from an accredited University with more than 1 year experience working with children and families or equivalent combination of training, education and experience.



## **MOILILI COMMUNITY CENTER Job Number: D 3**

### **JOB DESCRIPTION**

**Position Title: Administrative Assistant**

**Department: Children and Families FLSA Status: Exempt/salaried**

**Reports to Program Director Subordinates: Children and Families Staff**

#### **Primary Responsibilities:**

An employee in this position is responsible for the childcare unit. Incumbent is allowed wide latitude in exercising judgment in day-to-day operations and receives general supervision from the Program Director. Throughout the year will require some nights and weekends.

#### **Essential Functions:**

##### **1. Operations.**

- a. Plans and implements activities conducive to the social development of young children.
- b. Schedules and coordinates program activities, special events and mini excursions.
- c. Evaluates program effectiveness with program goals, objectives and outcome measures.
- d. Maintains statistical data collection, timesheets and information records of staff and program participants.
- e. Maintains inventory of supplies and materials, replenish or order supplies as needed.
- f. Maintains communication and partnership with the school, parents, district office and other agencies.
- g. Distributes newsletters, flyers and brochures to market services.
- h. Maintains a safe and secure environment.

##### **2. Supervision.**

- a. Directs and supervises staff and volunteers, ensuring compliance with agency policy and State regulations.
- b. Evaluates personnel performance, determines training needs.
- c. Assists in the development of in-service training sessions; organizes and conducts workshops and meetings.
- d. Assists Director in recruitment of new staff.

##### **3. Other Duties.**

- a. Assumes responsibilities of Coordinator as assigned.
- b. Assumes responsibilities of Director during vacations or absences.
- c. Attends general staff meetings, out-service training and workshops
- d. Performs other related duties as assigned.

#### **Working Conditions:**

Employee works in an air-conditioned office setting and outdoors under varying weather conditions. Requires regular site visitations.

**Equipment Used:**

- a. Uses computer, Center's cell phones, telephone, fax machine, and other office equipment as appropriate
- b. Drives Center's vehicles as needed based on drivers license endorsements.

**Work Hours:**

Work hours are determined by the Center/Program Business needs and may extend beyond the Center's hours of operation to include nights and weekends.

**Physical, Mental and Communication Demands:**

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Provides general supervision to Children and Families staff with multiple and potentially conflicting priorities.
- c. Provides general supervision to staff that provides care to children with varying levels of communication and needs.
- d. Communicates effectively both in writing and verbally with Children and Families staff, children, parents/guardians, and school personnel.

**Skills/Knowledge:**

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate equipment, provide instructions and train staff in Center and on-site safety procedures.

**Minimum Qualifications:**

**Education:** Two (2) years of college education with six (6) months experience in working with school-aged children; or CDA with six (6) months experience in working with school-aged children; or completion of high school with nine (9) months experience in working with school aged children or any combination or experience.

**Knowledge of grammar, spelling and word usage; arithmetic; basic classroom management; basic knowledge of working with children.**

**Ability to: Understand and follow oral and written instructions; speak and write professionally; learn and perform a variety of classroom activities; speak and deal effectively with students, parents, school faculty and other staff; display strong leadership characteristics; learn practical aspects of educational program goals, functions and activities; demonstrate qualities of leadership; organize groups of children, teenagers and adults; perform marketing, accounting and various human resource tasks; inspire confidence and enthusiasm in all.**

**Physical & Medical:** Applicants must be physically able to perform efficiently and

**effectively, the essential duties of the position and have the ability to participate in recreational and physical fitness activities consistent with the after-school program.**

## **MOILILI COMMUNITY CENTER Job Number: D 2**

### **JOB DESCRIPTION**

**Position Title: Program Coordinator Date**

**Department: Children and Families FLSA Status: Exempt/salaried**

**Reports to Program Director and Subordinates: Site Coordinators,  
Administrative Assistant Coordinator Aides, Recreation Leaders**

#### **Primary Responsibilities:**

An employee in this position is responsible for assisting in the childcare unit. Incumbent is allowed wide latitude in exercising judgment in day-to-day operations, training and receives general supervision and direction from the Program Director and/or Administrative Assistant. Throughout the year will require some nights and weekends.

#### **Essential Functions:**

##### **1. Operations:**

- a. Assist in planning and implementing activities conducive to the social development of young children.
- b. Assist in scheduling and coordinating program activities, special events and mini-excursions.
- c. Assist in evaluating programs effectiveness with program goals, objectives and outcome measures.
- d. Assist in maintaining statistical data collection, and information of staff and program participants.
- e. Assist in maintaining inventory of supplies and materials; replenish or order supplies as needed.
- f. Assist in maintaining communication and partnership with the school, parents, district office and other agencies.
- g. Assist in distributing newsletters, flyers and brochures to market services.
- h. Assist in maintaining a safe and secure environment.

##### **2. Supervision:**

- a. Assist in directing and supervising staff and volunteers, ensuring compliance with agency policy and State regulations.
- b. Assist in evaluating personnel performance and determining training needs.
- c. Assist in the development of in-service training sessions, organize and conduct workshops and meetings.
- d. Assist the Program Director in recruitment of new staff.

##### **3. Other duties:**

- a. Assume responsibilities of Coordinator Assistant as assigned.

- b. Attend general staff meeting, out-service training and workshops.
- c. Performs other duties as assigned.

**Working Conditions:**

Employee works indoors in an air-conditioned office setting, in a classroom or school setting and works outdoors under varying weather conditions. Requires regular site visitations.

**Equipment Used:**

- a. May use computer, Center's cell phone, telephone, fax machine, and other office equipment as appropriate.
- b. Drives own vehicle.

**Work Hours:**

Work hours are determined by the Center/Program Business needs and may extend beyond the Center's hours of operation to include nights and weekends.

**Physical, Mental and Communication Demands:**

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Provides general supervision to a team with multiple and potentially conflicting priorities.
- c. Provides general supervision to an on-site team that provides care to children with varying levels of communication skills and needs.
- d. Communicates effectively, both in writing and verbal skills with staff, children, parents/guardians, and school personnel.

**Skills/Knowledge:**

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate equipment, provide instructions and train staff in Center and on-site safety procedures.

**Qualification Requirements.**

**Education:** Two (2) years of college education with six (6) months experience in working with school-aged children; or CDA with six (6) months experience in working with school-aged children; or completion of high school with nine (9) months experience in working with school-aged children or any combination or experience.

**Knowledge of Grammar, spelling and word usage; arithmetic; basic classroom management; basic knowledge of working with children.**

**Ability to: Understand and follow oral and written instructions; speak and write professionally; learn and perform a variety of classroom activities; speak and deal effectively with students, parents, school faculty and other staff; display strong leadership characteristics; learn practical aspects of educational program goals,**

functions and activities; demonstrate qualities of leadership; organize groups of children, teenagers and adults; and various human resource tasks, inspire confidence and enthusiasm in all.

**Physical & Medical:** Applicants must be physically able to perform efficiently and effectively, the essential duties of the position and have the ability to participate in recreational and physical fitness activities consistent with the after-school program.

**MOILILI COMMUNITY CENTER Job Number: D 8**

**JOB DESCRIPTION**

**Position Title: Site Coordinator**

**Department: Children & Families Program FLSA Status: Exempt/Salaried**

**Reports to: Administrative Assistant Subordinates: Staff and Volunteers**

**Primary Responsibilities:**

This position is located in the Children and Families department and is responsible for the childcare unit. This position receives general supervision from the Administrative Assistant and will require some time throughout the year on nights and weekends.

**Essential Functions:**

**1. Operations**

- a. Plans and implements activities conducive to the social development of young children.
- b. Coordinates program activities, special events and mini-excursions.
- c. Evaluates program effectiveness with program goals, objectives and outcome measures.
- d. Assist in maintaining inventory of supplies and materials; replenishes or order supplies as needed.
- e. Maintains communication and partnership with the school, parents, district office and other agencies.
- f. Collects monthly fees.
- g. Maintains a safe and secure environment.

**2. Supervision**

- a. Supervises staff and volunteer, ensuring compliance with agency policy and State regulations.
- b. Evaluates personnel performance, determine training needs.
- c. Assists in in-service training sessions, workshops and meetings.

**3. Other Duties:**

- a. Assumes responsibilities of Site Coordinator as assigned.
- b. Attends general staff meetings, out-service training and workshops.
- c. Performs other related duties as assigned.

**Working Conditions:**

Employee works in an air-conditioned office setting and outdoors under varying weather conditions. Requires regular site visitations.

**Equipment Used:**

- a. Uses computer, Center's cell phones, telephones, fax machine, and other office Equipment as appropriate.

- b. Drives center's vehicles as needed based on drivers license endorsements.

**Work Hours:**

Work hours are determined by the Center Program business needs any may extend beyond the Center's hours of operation to include nights and weekends.

**Physical, Mental and Communication Demands**

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Provides general supervision to Children and Families services staff with multiple and conflicting priorities.
- c. Provides general supervision to an on-site team staff that provides care to children with varying levels of communication skills and needs.
- d. Communicates effectively, both in writing and verbally, with Children and Families staff, children, parents/guardians, and school personnel.

**Skills/Knowledge:**

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate equipment, provide instructions and train staff in Center and on-site safety procedures.

**Qualification Requirements:**

**Education:** Qualification requirements are two (2) years of college education with six (6) months experience in working with school-aged children; or CDA with six (6) months experience working with school-aged children; or completion of high school with nine (9) months experience in working with school-aged children or any combination or experience.

**Knowledge of grammar, spelling and word usage; arithmetic; basic classroom management; basic knowledge of working with children.**

**Ability to: Understand and follow oral and written instruction, learn and perform a variety of classroom activities; speak and deal effectively with students, parents, school faculty and other staff; display strong leadership characteristics; learn practical aspects of educational program goals, functions and activities; demonstrate qualities of leadership; organize groups of children, teenagers and adults; inspire confidence and enthusiasm.**

**Physical & Applicants must be physically able to perform efficiently and effectively, Medical the essential duties of the position, and the ability to participate in recreational and physical fitness activities consistent with the after-school program.**



**MOILILI COMMUNITY CENTER Job Number: D 9**

**JOB DESCRIPTION**

**Position Title: Recreational Leader/On-Call Substitute**

**Department: Children and Families Services FLSA Status: Non-exempt/hourly**

**Reports to Program Coordinator/ Subordinates: None Site Coordinator**

**Primary Responsibilities:**

An employee in this position provides supervision to students in kindergarten through grades five in a stimulating, safe and caring environment. This position receives general supervision from the Program Coordinator and Site Coordinator. Throughout the year, will require some nights and weekends.

**Essential Functions:**

1. Assists the Coordinator and Site Coordinator conducting activities for groups.
  - a. Supervises students during designated activities to insure orderly, proper and safe behavior.
  - b. Assists students in completion of homework assignments.
2. Checks students and assist them with personal care and cleanliness.
3. Observes students for illness and check on injury and make referral or take other required action.
  - a. Contacts parents as directed by the Coordinator or Site Coordinator.
  - b. Maintains a safe and secure environment.
4. Assists the Coordinator and Site Coordinator in performing administrative tasks:
  - a. Assists in maintaining attendance and activity records.
  - b. Assists in maintaining statistical data collection and information records.
  - c. Assists in maintaining program materials, supplies and takes periodic inventory as required.
  - d. Prepares lesson plans; instructional materials and aids based on monthly themes, special events and enrichment activities.
  - e. Sets up and operates audio-visual and instructional aids.
5. Other duties:
  - a. Participates in orientation, training and workshop sessions as required.
  - b. Performs other related duties as required.

**Working Conditions:**

Employee works indoors in an air-conditioned office setting, and outdoors under varying weather conditions.

**Equipment Used:**

- a. May use computer and telephone.

b. Uses on-site equipment related to child care.

**Work Hours:**

Work hours are determined by the Administrative Assistant and/or the Program Director during the program's hours of operation to include nights and weekends.

**Physical, Mental and Communication Demands:**

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to children with special needs that entail varying levels of communication and mobility.

**Skills/Knowledge:**

In addition to being able to fulfill the physical, mental and communication demands listed above, must know how to operate appropriate equipment; be able to follow instructions and safety procedures.

**Qualification Requirements.**

**Education:** High school graduate and 1 year experience in working with children in a supervised setting.

**Knowledge of grammar, spelling and word usage; basic classroom management; basic knowledge of working with children.**

**Ability to:** Understand and follow oral and written instructions; learn and perform a variety of classroom activities; speak and deal effectively with students, parents, school faculty and other staff; learn practical aspects of educational program goals, functions and activities; demonstrate qualities of leadership; organize groups of children; inspire confidence and enthusiasm.

**Physical & Medical:** Applicants must be physically able to perform efficiently and effectively, the essential duties of the position and have the ability to participate in recreational and physical fitness activities consistent with the after-school program.

## MOILILI COMMUNITY CENTER

### MOILILI COMMUNITY CENTER

#### JOB DESCRIPTION

Position Title: Senior & Kupuna Program Director

Department: Senior Center & Kupuna Support

Reports to: Executive Director

Subordinates: Senior Center workers

#### Primary Responsibilities:

This position is responsible for overseeing the Senior Center program *which includes* the Kupuna Support Program. The Senior Center is a comprehensive program designed to meet the needs of individuals 60 years of age and older. The Kupuna Support program provides a place for the frail elderly to come to and take part in various activities to maintain their daily functioning. The incumbent exercises independent judgment in the day-to-day operations and receives direct supervision from the Executive Director.

#### Essential Functions:

1. Program Development 30%
  - a. Identifies problems and needs of seniors, develops appropriate program and activities in accordance with government contract and agency mission.
  - b. Plans, monitors, and evaluates program services and activities; modifies services and activities as necessary.
  - c. Prepares program grant proposals, statistical, fiscal, and other reports in accordance with governmental regulations.
  - d. Directs the implementation of program services and activities and coordinates senior center services, as necessary.
  - e. Evaluates program effectiveness; develops methods of improving performance and increasing efficiency.
  - f. Conducts research, need's assessment and reviews current literature on subjects related to aging.
  
2. Management and Supervision 30%
  - a. Develops program budget, exercises control of expenditures.
  - b. Recruits and interviews applicants for staff positions.
  - c. Maintains system of communications and information sharing through supervisory meetings and written memoranda.
  - d. Supervise staff and volunteers.
  - e. Establishes and conducts appropriate training for staff and volunteers.
  - f. Assures staff and agency compliance with government grant regulations and agency policies and regulations.

- g. Maintains equipment inventory control
  - h. Works with Senior Advisory Committee in program planning, program policies, issues that affect program funding and community relations.
3. Marketing and Community Relations 25%
- a. Directs and approves the development and distribution of program flyers, newsletter and other program information.
  - b. Develops resources and maintains liaison with other similar public and private agencies.
  - c. Represents the Senior Center program at meetings, conferences, and workshops dealing with aging: provide information on senior services and activities.
  - d. Provides opportunities for meaningful volunteerism; recruits volunteers.
4. Other Duties. 15%
- a. Participate in in-service training sessions and staff meetings.
  - b. Perform other related tasks as assigned or as necessary.

**Working Conditions:**

Employee works indoors in an air-conditioned office setting and outdoors in varying weather conditions.

**Equipment Used:**

- a. Uses computer, telephone and fax machine and other equipment as appropriate.
- b. May drive 7 and 15 passenger Center vans.
- c. May use radio and/or cell phones while operating Center van. (Cell phones are banned while driving –must pull over).

**Work Hours:**

Work hours are determined by the Executive Director during the Center's hours of operation: Monday through Friday from 8:00 am to 5:00 pm.

**Physical, Mental and Communication Demands:**

- a. Prioritizes work assignments with potentially conflicting deadlines.
- b. Works as part of a team with multiple and potentially conflicting priorities.
- c. Provides care to senior citizens with varying levels of communication and mobility.

**Skills/Knowledges:**

In addition to being able to fulfill the physical, mental and communications demands listed above, must know how to operate appropriate office equipment, follow instructions and train staff in Center safety procedures.

**Minimum Qualifications:**

- a. Masters Degree in the field of Human Services and two years of related work experiences of which one year must be in a supervisory capacity, or Bachelor's Degree in the field of Human Services and four years of related work experience of which two years must be in a supervisory capacity.
- b. Criminal background Check
- c. Tuberculosis clearance.
- d. Certifiable for Basic First Aid and CPR.
- e. Medical clearance for driving.

**Disclaimer:** The Moillili Community Center is an at-will employer with business and program needs that are subject to change. This job description may not comprise all duties that are required. The Executive Director and the MCC Board of Directors reserve the right to modify job descriptions based on business needs and program and/or contract requirements. the Center acknowledges a responsibility to provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of this position.