





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:** BOYS & GIRLS CLUBS OF MAUI, INC.\*

**DBA/Trade Name:** BOYS & GIRLS CLUBS OF MAUI, INC.\*

**Issue Date:** 01/16/2025

**Status:** **Compliant**

Hawaii Tax#: W40432168-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2347

UI#: XXXXXX1575

DCCA FILE#: 75852

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

**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, Hawaii 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, Hawaii 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, Hawaii 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, Hawaii 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.

---

(Typed Name of Individual or Organization)

---

(Signature)

---

(Date)

---

(Typed Name)

---

(Title)

### 3. PUBLIC PURPOSE

**§42F-102 Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;

BOYS & GIRLS CLUBS OF MAUI, INC.

- (2) The public purpose for the grant;

The Boys & Girls Clubs of Maui, Inc. verifies that this request for funding and proposed project is for public purposes. BGCM positively impacts youth from the moment they enter the door. Every moment at the Club is an opportunity to help young people build strong relationships with themselves and others. The Club environment helps youth regulate their emotional responses to everyday situations and make decisions that advance their ability to be positive, productive and contributing, members of their local communities. Our Clubhouses offer young people what they need and want most: adults who respect and listen to them, a safe environment where they can have fun and be themselves, and relevant constructive activities that channel youthful energy into challenging pursuits. At BGCM, we believe that success is within reach of every young person who walks through the doors of our Clubs.

#### **Addressing Critical Needs, Now More Than Ever**

Although the community of Maui has always had a great need for BGCM's services, the catastrophic wildfires that swept through Maui in 2023 left a profound impact on the island's landscape, communities, and collective psyche. In the wake of this disaster, a pressing need has emerged to address the unique challenges faced by the youth population.

The aftermath of the 2023 Maui wildfires has unearthed a series of complex needs and gaps within the community, particularly concerning the youth demographic. These challenges arise from the convergence of physical, emotional, educational, and psychosocial factors that have the potential to hinder the holistic growth and development of the young generation.

(3) The services to be supported by the grant;

BGCM's mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, & caring citizens. At BGCM, we focus on increasing graduation rates and improving academic success for each member. We always take multiple approaches to help kids succeed. It requires caring mentors, such as our trained Club staff. It takes a safe place, like our Clubhouses, which are consistently available for youth. It takes innovative, quality programs designed to empower youth to excel in school and lead healthy, productive lives. We do whatever it takes to ensure all kids have a great future.

The existing clubhouses, our Club on the Go, and the newly proposed sites (Hali'imaile and Molokai) will provide high-yield afterschool and summer programs in the areas of: Education & Career Development, Character & Leadership Development, Health & Life Skills, The Arts, Sports, and Fitness & Recreation.

The proposed program is to support the current six sites, the Club on the Go, and open a new satellite site in Hali'imaile and open a Clubhouse on the island of Moloka'i. When school is out, we're open! Youth-serving hours at the Clubhouse will be from after school until 7:00pm on weekdays, open for most state holidays, and closed for six major holidays. During school intersessions, Club will be open from 8:00am – 5:00pm. During the hours before school lets out, our staff is attending training, preparing curriculums, setting up programs, and ensuring the Clubhouse safe and fun for each day. We seek to provide the optimal club experience.

(4) The target group; and

Membership at Boys & Girls Clubs of Maui is open to all youth, ages 9 to 17 (or 18 if still in high school) and their families. Two of our Clubs, Paukukalo in Hawaiian Home Lands and Kahekili Terrace in a public housing complex, also serve ages 6, 7 and 8 due to the need in those communities. Youth can register at any of our Clubs across Maui, no matter where they live or go to school, and membership is not dependent on any level of socio-economic status. Statistically, however, 70 percent of our members fall into the very low, low-to-medium-income category, and more than half receive free or reduced lunch at school.

Our Clubhouses are located throughout Maui County. Three are centrally located on the island (Central in Kahului, Paukukalo and Kahekili Terrace in Wailuku), one on the west side (Lahaina), and two upcountry/north shore (Haiku and Makawao). We will soon be operating our Club on the Go which will serve areas where there is no clubhouse. Our Molokai site will be opening in early 2025, and we have been asked by the community to open a site in Hali'imaile (upcountry).

Most members are brought to the Clubs after school by the public-school bus or the Maui Economic Opportunity buses. This service is provided by these partner agencies at no charge to either the member or BGCM. This enables even more Maui youth to attend our Clubs. There is no criteria to be a member of a clubhouse. All youth of all ages, ethnicity, socioeconomic classes, etc. are allowed to benefit from BGCM programs.

- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

Cost of the grant: \$500,000.00

Total Budget: \$4,123,192.00

## 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

---

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after cover page**

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### **1. A brief description of the applicant's background;**

Boys & Girls Clubs of Maui, Inc. (BGCM), is a non-profit 501(c)(3) organization founded in 2000 operating drop-in service facilities that provide a safe, supportive, and fun environment where youth ages 6-17 (18 if still in high school) years old can be themselves, experience supportive and positive role models, and learn values and skills that promote success.

BGCM Clubhouses are staffed by youth development professionals who exemplify our values of excellence, fun, flexibility, `ohana, respect, teamwork, and safety. Not just after-school hangouts, Clubhouses are safe and positive places where young people come to have fun, learn, receive homework assistance, develop social skills, express themselves creatively, and participate in physical recreation. Members develop a sense of belonging and connection to the Club and make connections with trusted adults. Continual learning is celebrated and reinforced in every interaction, activity, and area of the Club.

BGCM has over 20 years' experience in youth development service delivery and continues to expand, adapt and improve our programming to ensure the greatest impact

on our community. For example, when the 2023 Maui wildfires happened, the team adjusted our operations in order to continue providing our services where Maui's youth needed us the most. In the days following the wildfires, BGCM staff began offering outreach drop-in activities at the War Memorial Gymnasium. We continued providing this service to those displaced by the fires every day for as long as we were granted access to the shelter and pivoted our approach to sending our outreach team to Napili Park, the Hyatt, and most recently to a temporary site at Lahaina Intermediate School, once operating out of the gym was no longer an option.

BGCM will continue to do whatever it takes to provide youth development services, life enhancing experiences, and lots of hope to those who need it most.

2. The goals and objectives related to the request;

BGCM is requesting \$500,000.00 to support the organization's Great Futures initiative and the provision of quality and results-driven youth development programs to the children and teens of Maui County (and all places where the young people may come from). Our goal is to directly serve youth members, with no restrictions on membership regardless of where they live or attend school, the family's socio-economic status or ethnicity. At this time the membership fee of \$5 is waived and membership has been free since the pandemic hit in 2020.

BGCM has a variety of high-yield youth development programs focusing on four Core Impact Areas: Academic Success, Good Character & Citizenship, Healthy Lifestyles and Social-Emotional Health. Below is a list of some, but not all, of the programs we will provide Maui's youth.

By providing a structured approach to healing, growth, and empowerment, our programs aim to fulfill the following purposes:

- **Holistic Support:** Through local partnerships with mental healthcare and other service providers, BGCM will provide accessible mental health services, counseling, and trauma-informed therapies to help youth process their emotions and build resilience in the face of adversity.
- **Educational Empowerment:** By offering tutoring, academic counseling, and supplementary learning resources, the BGCM will mitigate educational setbacks caused by the wildfires and ensure that youth are equipped for future success.
- **Recreation and Skill Building:** Recreational and therapeutic activities will not only provide an outlet for youth but also help them develop essential life skills, fostering physical well-being and personal growth.
- **Career Readiness:** Through vocational training, skill development workshops, and career guidance, NMTE will empower youth with practical skills, enhancing their employability and confidence in pursuing future careers.
- **Community Engagement and Leadership:** The program will encourage youth participation in community service projects, leadership development programs, and civic engagement, fostering a sense of belonging, purpose, and active citizenship.

The goal is to deliver a diverse selection of programs, activities, and services to Maui's youth. Some of these programs, activities, and services that might be implemented include

(but not limited to):

**ACADEMIC SUCCESS**

Project Learn  
Power Hour  
STEM  
Summer Brain Gain  
Work-based Learning  
CareerLaunch

**HEALTHY LIFESTYLES**

Sports & Recreation  
Triple Play  
• *Daily Challenges*  
• *Healthy Habits*  
• *Social Recreation*

**GOOD CHARACTER & CITIZENSHIP**

Keystone Club  
Torch Club  
Youth of the Year (YOY)  
UPS Road Code

**SOCIAL-EMOTIONAL HEALTH**

Mental Health Services at Clubs  
Trauma-Informed Practice  
Smart Moves  
The Arts

3. The public purpose and need to be served;

BGCM positively impacts youth from the moment they enter the door. Every moment at the Club is an opportunity to help young people build strong relationships with themselves and others. The Club environment helps youth regulate their emotional responses to everyday situations and make decisions that advance their ability to be positive, productive and contributing, members of their local communities. Our Clubhouses offer young people what they need and want most: adults who respect and listen to them, a safe environment where they can have fun and be themselves, and relevant constructive activities that channel youthful energy into challenging pursuits. At BGCM, we believe that success is within reach of every young person who walks through the doors of our Clubs.

**Addressing Critical Needs, Now More Than Ever**

Although the community of Maui has always had a great need for BGCM's services, the catastrophic wildfires that swept through Maui in 2023 left a profound impact on the island's landscape, communities, and collective psyche. In the wake of this disaster, a pressing need has emerged to address the unique challenges faced by the youth population.

The aftermath of the 2023 Maui wildfires has unearthed a series of complex needs and gaps within the community, particularly concerning the youth demographic. These challenges arise from the convergence of physical, emotional, educational, and psychosocial factors that have the potential to hinder the holistic growth and development of the young generation.

- **Emotional and Psychological Support:** The Hawai'i Department of Health estimates 11,000 of Hawai'i's youth experienced at least one major depressive episode in the prior year. Compounding this epidemic, the traumatic experiences of witnessing the wildfires, enduring evacuations, and grappling with loss have left a lasting emotional impact on Maui's youth. Many are grappling with fear, anxiety, grief, and a sense of instability.
- **Disrupted Education:** The wildfires disrupted the island's educational system, causing school closures, displacement of students, and interruptions in learning. Many youth are now contending with gaps in their education, curtailed academic progress, and uncertainty about their educational trajectory. This hinders their ability to compete in a globalized economy and fulfill their potential.
- **Loss of Recreational and Social Outlets:** Recreational spaces, community centers, and social gathering points were among the casualties of the wildfires. These venues, crucial for social interaction, skill development, and constructive use of free time, are sorely missed by Maui's youth. The absence of such outlets could lead to a sense of isolation and hinder their social and personal growth.
- **Economic and Career Insecurity:** The wildfires have impacted livelihoods, especially for families who are dependent on tourism and agriculture, sectors that were severely affected. This economic instability places additional pressures on youth who are nearing the age of entering the workforce. They face challenges in accessing vocational training, career guidance, and job opportunities, further deepening the uncertainty of their future.
- **Community and Leadership Engagement:** The wildfires have underscored the importance of community cohesion and leadership. Maui's youth, however, often lack platforms for meaningful community engagement and leadership development outside of their Club. Fostering these skills is essential not only for the individual growth of youth but also for the collective resilience and recovery of the entire community.

4. Describe the target population to be served; and

Membership at Boys & Girls Clubs of Maui is open to all youth, ages 9 to 17 (or 18 if still in high school) and their families. Two of our Clubs, Paukukalo in Hawaiian Home Lands and Kahekili Terrace in a public housing complex, also serve ages 6, 7 and 8 due to the need in those communities. Youth can register at any of our Clubs across Maui, no matter where they live or go to school, and membership is not dependent on any level of socio-economic status. Statistically, however, 70 percent of our members fall into the very low, low-to-medium-income category, and more than half receive free or reduced lunch at school.

5. Describe the geographic coverage.

Our Clubhouses are located throughout Maui County. Three are centrally located on the island (Central in Kahului, Paukukalo and Kahekili Terrace in Wailuku), one on the west side (Lahaina), and two upcountry/north shore (Haiku and Makawao). We will soon be operating our Club on the Go which will serve areas where there is no clubhouse. Our Molokai site will be opening in early 2025, and we have been asked by the community to open a site in Hali'imaile (upcountry).

Most members are brought to the Clubs after school by the public-school bus or the Maui Economic Opportunity buses. This service is provided by these partner agencies at no charge to either the member or BGCM. This enables even more Maui youth to attend our Clubs. There is no criteria to be a member of a clubhouse. All youth of all ages, ethnicity, socioeconomic classes, etc. are allowed to benefit from BGCM programs.

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

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

BGCM's mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, & caring citizens. At BGCM, we focus on increasing graduation rates and improving academic success for each member. We always take multiple approaches to help kids succeed. It requires caring mentors, such as our trained Club staff. It takes a safe place, like our Clubhouses, which are consistently available for youth. It takes innovative, quality programs designed to empower youth to excel in school and lead healthy, productive lives. We do whatever it takes to ensure all kids have a great future.

The existing clubhouses, our Club on the Go, and the newly proposed sites (Hali'imaile and Molokai) will provide high-yield afterschool and summer programs in the areas of: Education & Career Development, Character & Leadership Development, Health & Life Skills, The Arts, Sports, and Fitness & Recreation.

The proposed program is to support the current six sites, the Club on the Go, and open a new satellite site in Hali'imaile and open a Clubhouse on the island of Moloka'i. When school is out, we're open! Youth-serving hours at the Clubhouse will be from after school until 7:00pm on weekdays, open for most state holidays, and closed for six major holidays. During school intersessions, Club will be open from 8:00am – 5:00pm. During the hours before school lets out, our staff is attending training, preparing curriculums, setting up programs,

and ensuring the Clubhouse safe and fun for each day. We seek to provide the

optimal club experience. The outcomes, expectations, and goals for our members are:

- Positive Self-Identity: Youth set and attain goals and have a positive view of their future
- Health & Well-being: Youth make a lifelong commitment to a healthy lifestyle
- Positive Values: Youth develop strong character and are guided by positive values including honesty, integrity, caring, and fairness
- Commitment to Learning: Youth value education and lifelong learning and make them an integral part of their future plans
- Social Competency: Youth have positive relationships with family, friends and coworkers and appreciate cultural diversity.
- Community & Civic Involvement: Youth are engaged citizens of the community and beyond.

### **“Caught” And “Taught” Approach to Skill Building**

Through the uniqueness of the out-of-school-time environment, Clubs promote social-emotional development both through explicit programming time and the everyday moments when youth development professionals are interacting with youth and modeling those same skills. Boys & Girls Clubs provide a unique approach for social-emotional development by integrating both “caught” and “taught” opportunities.

Formal skill practice that is taught and embedded in targeted programs is referred to as “taught” opportunities. Informal staff modeling and peer interactions serve as opportunities to “catch” these skills. This combination of formal and informal skill practice will increase youths’ competence and confidence to apply these skills in real-life settings. This approach also maximizes our impact in building these skills by not focusing solely on the implementation of a single program but addressing the ecosystem that surrounds a young person. In the context of a Boys & Girls Club, this ecosystem includes the physical environment, staff-to-youth and peer- to-peer interactions. All these dimensions help to facilitate skill practice in many settings of our Clubs.

Expanding support for social-emotional development will maximize our already proven impact, especially by providing youth, who might not otherwise have it, access to fundamental positive youth development opportunities and enrichment experiences for resilience building.

## **The Social-Emotional Development Strategy Is Three-Pronged**

### **A. Build Youth Capacity**

**Implement stand-alone social-emotional learning programs as well as integrate social- emotional skills building across five core program areas.**

These two approaches to targeted programs work together to continuously teach and reinforce skills across a variety of content areas. Our focus for youth is to develop essential social-emotional skills to ensure they have skills to build healthy relationships with themselves, build healthy relationships with others, apply skills related to impulse control and solve problems. Examples of skills include self-

efficacy, perseverance, goal setting, problem solving and communication.

B. Build Staff Capacity

**Equip staff with the tools, resources and professional development they need to consistently engage in practices that foster skill building through caught and taught interactions.** We aim to build staff capacity to deliver all programming with intentionality to support a young person's development. Professional development opportunities will offer our staff time to practice and plan for embedding specific youth development practices in both formal and informal settings in our Club.

C. Build Club Capacity

**Build Club capacity to** create environments where the expression and practice of social-emotional skills can occur in a supportive, consistent and sequenced manner. Organizational planning that includes consistent high-quality data collection and analysis is essential to support high-quality and consistent developmental experiences, policies and practices.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The proposed Great Futures project is expected to produce results within 12 months of being fully implemented and with the appropriate staffing and facilities. If, for example the proposed project's funding begins on July 1, the proposed final report will be submitted for the period of 12 months, ending June 30. In recent years, hiring and staffing challenges have caused BGCM to request extensions, but this will only happen if the organization encounters hiring challenges.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Last year, BGCM joined a growing cohort of Boys & Girls Clubs across the nation in implementing a cutting-edge data management system called MyClubHub. MyClubHub is a universal Club management system, built by Clubs, for Clubs, in partnership with Boys & Girls Clubs of America. More than 700 Club professionals have contributed to the design and functionality of the system, making it the only system on the planet designed specifically to meet the unique needs of a Boys & Girls Club. In 2021, BGCA selected Salesforce as the powerful software platform for MyClubHub. Salesforce, the global leader in CRM, forms the backbone of MyClubHub, allowing Clubs to work more efficiently and better engage with kids and teens, and helping Boys & Girls Clubs of Maui to deliver more personalized experiences and programs to the young people we serve.

Assessing our overall success as a service to local youth, we understand the importance of looking at our impact over time. One of the most significant evaluation tools we use is the annual National Youth Outcomes Initiative (NYOI). Designed and implemented by BGC America, every Club member is asked to

participate in an online survey that measures how well their Club experience is meeting their needs, as well as what is going on in their personal lives. Club-related areas include a sense of belonging, emotional safety, physical safety, adult connections, staff recognition, and overall Club experience.

Since this proposed project topic relates directly to the above-stated areas in NYOI, we will be especially interested in those results to see both immediate and long-range effectiveness. NYOI surveys are taken privately by members online while at the club without staff nearby and are submitted directly to BGC America. Results, which include analyses to identify benchmarks for comparison data across the Movement, are sent to each organization for review.

At BGCM, we understand the importance of these results and take our cues for areas of improvement from them. We don't just look at where we are now; we review and compare the information from prior years to ensure we are heading in the right direction for our members. In addition to the organization's internal tracking and monitoring systems, BGCM will also provide monthly/quarterly/annually reports to the State of Hawaii, as requested by the funding agency. For the past two decades, BGCM has provided reports to all funding sources as requested. In past years, impact reports have also been created.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

We collect data, monitor progress, identify and analyze trends utilizing My ClubHub, which is our electronic tracking system for members. Program staff utilize published reports such as the Juvenile Justice System Crime Analysis for Maui, Hawaii State Department of Health data, US Census data, Kids Count for Maui, Youth Risk Behavior Survey, the Maui County Community Health Needs Assessment, and the Report on Native Hawaiian and Pacific Islanders. The National Boys and Girls Clubs of America (BGCA) serves as a partner in providing tools and resources to our Clubs.

One of the most significant evaluation tools we use is the aforementioned annual National Youth Outcomes Initiative (NYOI). Designed and implemented by the Boys & Girls Clubs of America, every club member is asked to anonymously participate in an online survey that measures how well their club experience is meeting their needs, as well as what is going on in their personal lives.

#### **IV. Financial**

**Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Budgets pages 6 and 7 are attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$500,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

See Attached

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.

See Attached

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\$2.2 million

**V. Experience and Capability**

**1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Boys & Girls Clubs of Maui has spent the past 25 years providing excellent, evidence-based afterschool programming to thousands of Maui youth. When members walk

through our doors, they know they are in a safe and secure place where they are valued, where people care about them and can be counted on, and where they can be themselves in a non-judgmental environment. It's a place where kids can be kids, even if their own realities are not ideal. We serve not only their physical needs but their emotional needs as well.

BGCM leadership strongly believes that collaborations and partnerships help to achieve program Outcomes and ensure non-duplication of services. Partnerships allow us to expand our services and provide the support our members need while relieving the burden on families who may not be able to afford these important activities. The diversity of our partnerships and the services they offer, as well as our ability to serve youth across the valley isle, enables us to ensure non-duplication of our youth development services. The recent Back to School Health Fair led by BGCM allowed over **30 community organizations** to gather and demonstrate their services. Over **600 people** showed up that day! With BGCM staff on hand, a few volunteers, and many community partners, BGCM hosted this incredible event and filled the Queen Ka'ahumanu Center! BGCM and our partners provided youth physicals, eye exams, immunizations, free giveaways for children and teens, activities and games, entertainment, and Maui's families were treated to a great day. The BGCM team distributed 200 plus backpacks in 30 minutes!

Last year, the organization's dedicated Board of Directors participated in a 3-year strategic planning session. Board members and leadership team members collaborated and participated in very thoughtful conversations to plan. Leaders spent the entire day discussing priority goals, outcomes, impact, and action steps. Growth, Quality Services and programs, Mental Wellness, Safety, Sustainability, and Development were the priority areas discussed.

Lahaina Keystone members and their mentors attended the 2023 National Keystone Conference in Dallas, Texas. BGCM's and the State of Hawaii's 2023 Youth of the Year, Lahaina teen leader, and a member of this year's National Conference Planning Committee, Ambassador Arissa Kahaiali'i and her peer joined teenagers from across the country to take part in workshops to explore many issues that teens face in their daily lives. Members attended thought-provoking workshops from some of the most exciting experts in their fields. They also enjoyed engaging sessions that address critical teen issues, promote community service, encourage inclusion, and participate in service-learning experiences. The 2023 National Keystone Conference also offers numerous opportunities for teens to safely network and have fun.

Workforce readiness is a priority program at BGCM. Here are a couple examples of the programs being provided:

**Makawao Club** teens visited with the aquaponics team at UH Maui. They were taught the importance of small farming and how the use of fish can create sustainable food (all food grown from UH aquaponics gets donated to Maui Food Bank!). To finish the day, they got their hands dirty turning over a garden plot for future fruits and vegetables to be planted. We hope this is a continual field trip opportunity to help the farm and the community it provides food for!

**Central Club** teens visited the Windward Aviation and they had the opportunity to meet Pilot Sean. Pilot Sean showcased Air One, which is used for Search & Rescue and Fire

Suppression and described what missions and rescue operations look like. Mechanics discussed career opportunities in aviation and pilots shared pathways to becoming a pilot.

We continuously work hard to enhance our mentoring programming. Our mentoring occurs in safe one-to-one settings, as well as in group formats, and we continue to increase the structured activities for youth and the staff to boost the success of our efforts. Our 2022 National Youth Outcomes Initiative (NYOI) results show that 78% of Makawao members feel their Club is a very safe, positive environment. Engaging youth with adult mentors (staff, volunteers and peers) in fun, constructive, educational play and activities helps forge those bonds between them. In addition, there has been research to show that one of the biggest benefits of group mentoring is peer interaction. Some of these peers will serve as mentors while being guided by adult staff.

The leadership team alone brings over a hundred years of youth development, leadership, and management skills to the organization. The team and entire staff are led by Executive Team members, the CEO, the Director of Operations, the Director of Finance, and the Director of Child and Club Safety. More information about the organization's leadership team is below.

## **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Among our most valuable resources that enable our BGCM teams to successfully implement our Great Futures project are our facilities. While all Maui youth may become registered members at any and all clubs, each of BGCM's current facilities and proposed sites has its own characteristics and offerings.

The 8,882 square foot Central Clubhouse located at 100 Kanaloa Avenue in Kahului was built in 2006. The facility is very centrally located on Maui, in the geographical areas served by both the Maui High School and Baldwin High School Area complexes of the Hawaii Department of Education. This is where many of the members live and go to school, and where our Central Club efforts are focused. The Clubhouse is large and fully functional with a computer room, study and art areas, a game room, a fitness room, several multi-purpose rooms, and a kitchen. The facility is surrounded by a variety of outdoor recreational areas.

The 7,575 square foot Lahaina Clubhouse (which got damaged by the 2023 wildfires) is currently undergoing renovation and will soon reopen to serve our Lahaina youth. It is conveniently located near recreational facilities and schools on Shaw Street. The Clubhouse is large and fully functional with a computer room, huge game room, study and art areas, multi-purpose areas, and a kitchen in addition to a variety of outdoor recreational areas. For the past year, the club staff have been serving Lahaina's youth on the campus of Lahaina Intermediate School, and/or wherever we can access the youth of West Maui who need us most.

The 2,716 square foot Haiku clubhouse is a nice fit for the community, located next to the Haiku community center and very close to Haiku Elementary School. The facility is fully functional with a computer room, a music room, a game room, study and art areas, and a small snack shop/kitchen area. Just like the rest of the BGCM clubhouses, the Haiku facility is located in a county park.

The 4,889 square foot Makawao Clubhouse is conveniently located near recreational facilities and right next to Kalama Intermediate School. The clubhouse is large and fully functional with a music and performing arts room, a teen room, a computer room, study and art areas, and a kitchen in addition to a variety of outdoor recreational areas.

There are plans to build a new Paukukalo Clubhouse in the Paukukalo Homestead area. For the past 15 years, BGCM has been utilizing the homestead association's community center. Currently, the community center is being renovated so programs and activities are being conducted out of the Central Clubhouse.

Although the Kahekili Clubhouse facility is small, it is perfectly located on the property of the public housing project that it serves. There is a small outdoor court where youth can get fresh air and lots of exercise. Outdoor recreational activities are popular.

Additionally, all clubs partner with the schools that serve our members and other community service agencies to ensure we understand the specific needs of each member and are working in concert with any and all resources available to further meet their needs.

The newly proposed Moloka'i Clubhouse operations will utilize the former Moloka'i Youth Center located at 210 Kolapa Place in Kaunakakai on the island of Moloka'i. BGCM is currently working with the county's parks department to finalize the lease agreement.

The newly proposed Hali'imaile site will be located in the Hali'imaile community's annex building.

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

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

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

No matter how great a program or activity is, how brand new or name brand the equipment and supplies are, how beautiful a facility looks, if you don't have the right staff who are passionate about the mission, authentically care about the young people, and committed to doing whatever needs to be done, there will be no Great Futures. BGCM is fortunate to have about 40 dedicated team members who care about the young people of Maui.

The 40 plus clubhouse staff and administrative team members are led by an Executive

Team who ensure that all staff are appropriately trained. Professional development opportunities are frequently available for team members' participation. The organization's organization chart shows the chain of supervision, as well as how teams are structured to ensure quality programs and services are delivered to our youth members.

As stated previously in this application, current team members account for over a hundred years of experience and knowledge in the youth development field.

Chief Executive Officer Kelly Maluo-Pearson has been with BGCM since its inception in 2000. She was Director of Operations for 14 years and was promoted to her current position in July 2014. Kelly has a bachelor's degree in business administration from the University of Hawaii, Hilo, and a master's degree in human resources management from the University of Hawaii, Manoa. In 2012, Kelly was selected to be a Woodruff Fellow. Additionally, she graduated from the Hawaii Community Foundation Hawaii's Emerging Leaders Program and the Non-Profit Executive Leadership Program at the University of Washington. More recently (2024), Kelly was awarded the Hawaii Community Foundation, Ho'okele Award that recognizes outstanding non-profit leaders, as well as the Lifetime Achievement Award from the Hawaii Afterschool Alliance. Kelly recently served on Maui's Economic Recovery Commission; a group put together to respond to the 2023 wildfires.

Director of Operations, Thomas TJ Daya, has been with the Maui organization for 7 years, has served as the Clubhouse Director for the Lahaina Club, prior to joining BGCM, worked 4 years for the Boys & Girls Club of Larimer County. TJ's passion and commitment to Maui's youth is endless. As a clubhouse director, he implemented innovative programs for the Lahaina youth. He now oversees over 30 staff and all of BGCM's clubhouses and sites. The club has seen amazing growth due to TJ's dedication and vision for the future of the organization.

Director of Finance, Susan Ellingwood, has been with BGCM for 6 years but has over 25 years of experience in the financial world. With an annual agency budget of approximately \$4 million (\$2.8 million when we last applied), BGCM has years of experience managing large grants, including both the fiscal and programmatic aspects. As BGCM's leader of all finances, Susan utilizes financial management systems that are designed to maintain accurate and comprehensive accounting records meeting financial and audit requirements in accordance with Generally Accepted Accounting Principles (GAAP). Our system adequately identifies the source and application of funds for all activities and grant programs.

Susan works with agency management and the Board of Directors (including the Finance and Personnel Committee) to ensure proper governing and accounting policy, and procedures are in place and followed. It is these accounting practices that give us the tools to enable us to properly administer these requested funds. Susan's determination to ensure the organization is always in compliance and in a healthy fiscal condition is one of the main reasons BGCM is very successful in all that we do.

Director of Child and Club Safety, Tania Ilaoa has over 25 years of experience in program and curriculum design, youth safety and development, and event coordination.

15 years volunteering in youth serving organizations. 10 years teaching experience ranging from preschool through adult computer and financial literacy. She is responsible for ensuring the organization is in compliance with staff safety trainings, safety assessments and checks, and all matters related to the safety of the youth members and staff.

**The grant will be managed and administered** by new team member Angela Barber, BGCM's Impact Coordinator. Prior to joining the Maui organization, Angela served as the Director of Education for the Boys & Girls Club of Greater Northwest Indiana. For the last nine years, she has worked diligently to create a unified educational training program for staff and members at over 22 separate campuses throughout the Boys & Girls Club. She worked with staff to create realistic and beneficial content for our staff and members. This learning process aligned the teams and developed their capacity to create results in our members of our Clubs and Kidstop before and after school sites. Whether she is leading a Conference for 300 Boys & Girls Club staff or implementing programming for youth members, she follows a strategic plan, built on the discipline of creating unified and consistent expectations that are communicated clearly to staff.

If awarded this funding, BGCM proposes to hire ***full-time YDP's (entry level) who will be able to support the front desk duties and be eyes and ears for the entry door areas of our clubhouses***. The goal is to develop these YDP's to YDP's who can implement programs and hopefully one day, become PD's. We hope the full-time will attract workers who may not be sure this is the career they want; the expectations will be similar to what we expect of all clubhouse staff, except their posts will be the entry door/check-in desk areas. These team members will support the critical need to ensure our clubhouses are safe environments for our members and professional staff. There are many ways these positions will contribute to the Great Futures project. Some are described below:

- Safety-This position will enhance our safety measures at the entry of our Clubhouse by having one dedicated and highly trained staff to accept youth members as they enter our doors and send them off into a safe environment at the end of the day. This staff will be highly trained in emergency procedures and how to handle any threats that may arise at the front. This person will not only be responsible for the physical safety at the front desk but also the emotional safety at the front, greeting them with a smile, high five and how your day was; something that goes a long way for youth to feel comfortable and supported as they enter our Club. This staff member will also manage the attendance and tracking of our members as they enter our Club, ensuring accurate counts at all times.
- Fun, Positive-This position will be a friendly, consistent face to members, supporting their overall well-being as they first enter the Club. They will be able to provide youth and families with the program schedule, events, and Club occurrences.
- Opportunities-This team member will have the capacity to pull reports in MyClubHub tracking system to validate current and past attendance as well as enter daily attendance, membership registration, and update member profiles. Having this one person dedicated to these duties will expedite the process for youth to become

members and support families in getting there youth into the Clubhouse.

- Expectation-This staff member will enforce our policies and procedures around the front desk, safe entry and exit. They will ensure all youth are tracked appropriately; including if any youth have unauthorized adults on their list. They will ensure applications are completed fully and in a timely manner. This member will be available to answer calls throughout the day for quick responses to families and inquiries.
- Recognition-Our team member will recognize all youth and visitors to the Boys & Girls Clubs of Maui with a friendly, positive and supportive approach. Informing them and educating them on Boys & Girls Clubs and how we do things to keep our youth safe.

For the proposed Great Futures program, other team members/positions currently serving on the team include a Director of Finance, Community Outreach Coordinator, Impact Coordinator, Club Directors, Program Directors, and (part-time) Youth Development Professionals. Individuals currently in the respective positions are shown in the organization chart (attached).

Job Descriptions for the Director of Finance, Community Outreach Coordinator, Impact Coordinator, Club Director, Program Director, and Youth Development Professional are attached.

## **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See Attached.

## **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

- 1- Chief Executive Officer - \$140,000.00
- 2- Director of Operations - \$111,000
- 3- Director of Finance - \$110,000

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None.

## **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

All staff are required to complete training re:

- Preventing Abuse in Youth-Serving Organizations
- Mandated Reporting
- And many other safety courses

## **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

N/A

## **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

Whether scenario (a) or (b) happens, BGCM proposes to continue our efforts to engage our stakeholders, partners, and the entire community in supporting the youth of Maui. BGCM will continue to develop and grow its already strong, talented, and committed Board of Directors. Board members and professional staff will create, develop and cultivate key relationships in the community to secure financial resources and other resources critical to sustaining the current and future programs and services provided by BGCM on an annual basis.

In addition to our long partnership with the County of Maui, the organization has current and/or former partnerships with the State of Hawaii, Office of Youth Services; the Office of Hawaiian Affairs; US Department of Education; the US Office of Juvenile Justice, and Delinquency Prevention; the Hawaii Community Foundation; Maui United Way; Maui Food Bank; and other resources to keep our youth safe and provide a nurturing environment.

As a nonprofit, it is important that we continually reassess our funding streams to ensure we will have the resources necessary to meet the needs of all our young Club members. We are increasing fundraising events, continuing successful annual campaign fundraisers, formalizing our engagement plans for improved stewardship and expanding our grant writing reach by seeking more diverse opportunities. The recent funding sources we have received have focused on Workforce Readiness, Teen programming, Mental and Behavioral health. These are areas where BGCM focuses and has been aggressively applying for funding.

# BOYS & GIRLS CLUBS OF MAUI, INC. GREAT FUTURES

## ATTACHMENTS

### FINANCIAL:

- Budget pages 6 and 7
- Other Sources of Funding
- List of Contracts, Grants, GIA, etc.

### PERSONNEL:

- PROJECT ORGANIZATION AND STAFFING Job Descriptions:
  - Director of Finance
  - Impact Coordinator
  - Community Outreach Coordinator
  - Club Director
  - Program Director
  - Youth Development Professional
- Organization Chart

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Boys & Girls Clubs of Maui

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Club Director - Central	1	\$70,310.00	5.00%	\$ 3,515.50
Club Director - Haiku	1	\$57,500.00	5.00%	\$ 2,875.00
Club Director - Lahaina	1	\$63,444.00	5.00%	\$ 3,172.20
Club Director - Paukukalo & Kahekili	1	\$57,500.00	10.00%	\$ 5,750.00
Club Director - Makawao & Hali'imaile	1	\$63,164.00	10.00%	\$ 6,316.40
Outreach Liaison - Org-Wide	1	\$56,160.00	25.00%	\$ 14,040.00
Program Director - Moloka'i	1	\$45,760.00	50.00%	\$ 22,880.00
Program Director - Hali'imaile	1	\$45,760.00	100.00%	\$ 45,760.00
Program Director - Hali'imaile	1	\$45,760.00	100.00%	\$ 45,760.00
Youth Development Professional - Central	1	\$39,520.00	100.00%	\$ 39,520.00
Youth Development Professional - Hali'imaile	1	\$39,520.00	100.00%	\$ 39,520.00
Youth Development Professional - Makawao	1	\$39,520.00	100.00%	\$ 39,520.00
Youth Development Professional - Haiku	1	\$39,520.00	100.00%	\$ 39,520.00
Youth Development Professional - Moloka'i	1	\$39,520.00	100.00%	\$ 39,520.00
Impact Coordinator - Org Wide	1	\$67,500.00	5.00%	\$ 3,375.00
Director of Finance - Org Wide	1	\$110,000.00	5.00%	\$ 5,500.00
				356,544.10
<b>JUSTIFICATION/COMMENTS: Support at all eight clubhouses including Club Directors to oversee programs, Program Directors at our newest clubhouses in Hali'imaile and Molokai, and entry level full time positions at 5 clubhouses to support growth in attendance and safety. Impact Coordinator and Director of Finance are included for program tracking and financial reporting.</b>				

# Boys & Girls Clubs of Maui

## Anticipated Funding for Fiscal Year 2026

County	County of Maui	Now more than ever	\$	1,430,100
	County of Maui	Great Futures Molokai	\$	280,000
		<b>Subtotal, County Grants</b>	<b>\$</b>	<b>1,710,100</b>
Federal	OJJDP	6 clubs, passthrough from BGCA	\$	113,000
	OJJDP	Innovative Mentoring	\$	25,000
	T.R.A.I.L	passthrough from BGCA	\$	18,000
	Dept of Labor	Workforce Pathways - thru BGCA	\$	70,000
		<b>Subtotal, Federal Grants</b>	<b>\$</b>	<b>226,000</b>
Foundation	Stupski Foundation		\$	350,000
	Schifferte		\$	100,000
	Hawaii Community Foundation		\$	100,000
	Maui United Way		\$	15,000
	Panda Cares	Through BGCA	\$	50,000
	Kaiser		\$	50,000
	Kosasa		\$	100,000
	<b>Subtotal Foundation Grants</b>	<b>\$</b>	<b>765,000</b>	
Events	Gala	Net Event Revenue	\$	250,000
	Golf	Net Event Revenue	\$	25,000
Donations		Unrestricted funds	\$	647,092
		<b>Subtotal, other Funds</b>	<b>\$</b>	<b>1,687,092</b>
		<b>State Grant Requested</b>	<b>\$</b>	<b>500,000</b>
<b>TOTAL BUDGET</b>			<b>\$</b>	<b>4,123,192</b>

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Boys & Girls Clubs of Maui

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	356,544	145,050	1,122,440	1,029,966
2. Payroll Taxes & Assessments	37,829	15,117	106,632	119,890
3. Fringe Benefits	88,843	18,522	212,533	113,659
<b>TOTAL PERSONNEL COST</b>	<b>483,216</b>	<b>178,689</b>	<b>1,441,605</b>	<b>1,263,515</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island			5,420	5,420
2. Insurance			18,145	32,239
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				100
5. Staff Training, Recruitment & Retention				26,798
6. Supplies	7,284	24,091	33,788	32,010
7. Telecommunication	3,500	1,208	12,539	14,553
8. Utilities	6,000		53,990	51,779
9				
10				
11				
12				
13				
14				
15 Dues & Fees				31,200
16 Travel, Conferences, Meetings				54,910
17 Facilities maintenance			22,350	42,325
18 Printing			2,720	3,680
19 Transportation		1,200	6,170	10,406
20 Indirect/Administrative		20,812	102,373	88,157
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>16,784</b>	<b>47,311</b>	<b>257,495</b>	<b>393,577</b>
<b>C. EQUIPMENT PURCHASES</b>			<b>11,000</b>	<b>30,000</b>
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>	<b>226,000</b>	<b>1,710,100</b>	<b>1,687,092</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Susan Ellingwood <span style="float: right;">808-242-4363</span>		
(b) Total Federal Funds Requested	226,000	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	1,710,100	Signature of Authorized Official <span style="float: right;">Date</span>		
(d) Total Private/Other Funds Requested	1,687,092	Kelly Maluo-Pearson, CEO		
<b>TOTAL BUDGET</b>	<b>4,123,192</b>	Name and Title (Please type or print)		

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

Applicant: Boys & Girls Clubs of Maui

Contracts Total: 7,107,948

	<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	Great Futures Program Grant	7/1/22-6/30/23	DHHC	Maui County	1,362,000
2	Great Futures Program Grant	7/1/23-6/30/24	DHHC	Maui County	1,430,100
3	Now More Than Ever Program Grant	7/1/24-6/30/25	DHHC	Maui County	1,430,100
4	Great Futures Molokai	7/1/24-12/31/24	DHHC	Maui County	140,000
5	Great Futures Molokai	1/1/25-6/30/25	DHHC	Maui County	140,000
6	Workforce Readiness/Career Launch	7/1/22-6/30/23	OED	Maui County	110,000
7	Workforce Readiness for Maui's Future Leader	pending	OED	Maui County	68,000
8	LCBC Farm to Table	9/1/22-6/30/23	OED	Maui County	10,000
9	Data Management Grant	8/2/22-12/31/23	Dept of Education	US	430,000
10	Paukukalo Construction	6/1/22-5/31/25	OCS	State of Hawaii	850,000
11	One Stop Resource Center Operations GIA	4/1/23-3/31/25	OCS	State of Hawaii	190,000
12	Club-on-the-Go GIA	7/1/23-5/31/25	DHS/OYS	State of Hawaii	300,000
13	Workforce Pathways for Youth	2/1/24-9/30/26	Dept of Labor	US	210,000
14	On the T.R.A.I.L. to Diabetes Prevention	10/1/23-9/29/24	IHS/DHHS	US	18,000
15	On the T.R.A.I.L. to Diabetes Prevention	10/1/24-9/29/27	IHS/DHHS	US	18,000
16	Mentoring at the Boys & Girls Clubs	1/1/23-12/31/23	BGCA (OJJDP)	US	126,000
17	Mentoring at the Boys & Girls Clubs	1/1/24-12/31/24	BGCA (OJJDP)	US	138,000
18	Nonprofit Security Grant Program	9/1/24-8/31/26	DHS, FEMA	US	137,748
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					



---

## POSITION DESCRIPTION

---

**TITLE:** DIRECTOR OF FINANCE

**PERFORMANCE PROFILE SOURCE:** Management Professional

**DEPARTMENT:** Administration / Finance

**REPORTS TO:** Chief Executive Officer

[ X ] Exempt [ ] Non-Exempt

---

**PRIMARY FUNCTION:**

Manages all financial functions including accounting, payroll, financial operations, property management, insurance coverage, and legal requirements. Monitor and record all financial transactions in the general ledger. Compile regular reports to monitor adherence to budget targets and prepare regular financial statements for senior management, Board of Directors, and government/regulatory agencies. Prepare periodic fiscal reports for grants, tax filings and coordinate annual audit activities with external auditors.

**KEY ROLES (Essential Job Responsibilities):**

*Leadership – Accounting*

- Establish and implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.
- Compiles regular financial reports (budget variance reports, general ledger updates, etc.) to support management-level decision making regarding the Club's fiscal health.

*Strategic Planning - Accounting*

- Collaborate with the Chief Executive Officer and Board of Directors to develop annual income and expense budget. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Club.
- Work closely with Club leadership, Resource Development and the CEO to:
  - Maintain, analyze and interpret general ledger for all funds.
  - Manage the preparation and analysis of financial reports on a monthly, and an as needed, basis.
  - Prepare budgets as needed for grant proposals, revisions, and renewals.

## JOB DESCRIPTION

### **TITLE: Director of Finance**

#### *Strategic Planning - Accounting*

- Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings, including implementing any recommended controls or procedures intended to improve Club financial recordkeeping.
- Monitor day-to-day accounting processes to identify opportunities for quality improvement.
- Brainstorm with CEO and other leadership team members on innovative ways to improve and enhance the financial health of the organization. Submit recommendations of innovative strategies to increase the revenue for BGCM.

#### *Resource Management - Accounting*

- Ensure the maintenance of accurate and timely financial records by entering, processing and reconciling transaction in accordance with established procedures and formats.
- Implement day-to-day accounting activities, processing all financial transactions and reports through administrative systems, consistent with Club policies and procedures.
- Train Club staff in proper procedures regarding cash receipts, accounts payable, accounts receivable and budgeting as needed or requested.
- Maintain records for all assets and investments of the Boys & Girls Club, including real property, equities, bonds and other assets.
- Ensure the maintenance of financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and requirements of grant and government contracts.

#### *Resource Management – Human Resources*

- Control expenditures against budget, particularly in the areas of recruitment, compensation, benefits and staff development. Encourage proactive strategies for responding to employee relations issues to minimize potential expenses.
- Manage administrative and operational systems for maintaining payroll and ensuring compliance with legal requirements.

#### *Partnership Development*

- Develop collaborative partnerships with Club staff, consultants, auditors, vendors, funders and service providers to establish and maintain professional links.

#### **ADDITIONAL RESPONSIBILITIES:**

- Attend meetings of Board of Directors, Finance and Executive Committee in an advisory roll, as requested.
- Assist Area/Unit Directors in budget preparation and management, as requested.
- Special projects as assigned by the Chief Executive Officer.

JOB DESCRIPTION

**TITLE: Director of Finance**

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer) and Chief Executive Officer to receive/provide information, discuss issues, explain guidelines/instructions, instruct, and advise/counsel.

**External:** Maintains contact with vendors, consultants, auditors, funders and service providers to maintain effective accounting operations, manage costs, share information and resolve problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- Associates degree or equivalent experience
- Three to five years of general accounting experience using computerized systems
- Thorough knowledge of budgeting and accounting practices, processes and procedures of non-profit organizations.
- Strong analytical skills and exceptional attention to detail
- Ability to keep records and information confidential
- Excellent communication and interpersonal skills
- Valid driver's license and maintain an acceptable driving record.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee may be required to drive for errands.*

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:**

\_\_\_\_\_ **Incumbent**

\_\_\_\_\_ **Date**

**Approved by:**

\_\_\_\_\_ **Chief Executive Officer**

\_\_\_\_\_ **Date**

JOB DESCRIPTION

TITLE: IMPACT COORDINATOR



POSITION DESCRIPTION

---

---

TITLE: IMPACT COORDINATOR

DEPARTMENT: Administration/Development

REPORTS TO: Chief Executive Officer

FLSA CLASSIFICATION:  Non-Exempt  Exempt

---

**PRIMARY FUNCTION:**

Under the supervision of the CEO, this position will focus on the organizational development areas to assist in meeting the organization’s fundraising goals and objectives. Duties will include but not limited to grant writing and grant management, staff training, data analysis and reporting, and oversee special projects within the organization.

**KEY ROLES (Essential Job Responsibilities):**

1. Manage all aspects of grant administration from concept to required reporting.
2. Train staff on program deliveries, implementation, and reporting as needed.
3. Research and identify new funding opportunities to generate revenue aligned with development plan.
4. Monitor, measure and evaluate program and membership data. Work closely with staff to ensure outcomes remain on track and are met.
5. Serve as a resource to those who manage the implementation of club services, by providing accurate data analysis and reporting of work by linking program outcomes.
6. Implement and maintain funding calendar and cultivation activities.
7. Work with CEO, Resource Development Committee, and staff in fundraising efforts.
8. Liaison to all funding agencies, corporations, and individuals when needed.
9. Provide writing support for donor cultivation and stewardship.
10. Support event and marketing efforts as needed.

## JOB DESCRIPTION

### TITLE: IMPACT COORDINATOR

#### Resource Management

1. Manage all aspects of grant administration from concept, proposal, staff training, and acknowledgement and compile interim and final reports by designated deadlines.
2. Generate revenue for programs and services through timely submission of well-researched and well-written funding proposals.
3. Research and identify new funding opportunities aligned with strategic plan, and organizational needs.
4. Work with club management to solicit corporations and civic groups for grants, donations, and other support.

#### Reports and Analytics

1. Generate reports to monitor data that includes attendance and participation, and communicates with supervisor and Club Directors.
2. Responsible for coordinating all aspects of outcome tracking including but not limited to National Youth Outcome Initiative, assessments, as well as stewarding metrics related to the organizational strategic plan and grant-funded initiatives.
3. Research and review membership database of noteworthy activities, including Club success stories, Youth of the Year initiatives, and partner-sponsored programs.
4. Responsible for coordinating periodic satisfaction surveys with primary audiences including Club Members, parents, donors and community stakeholders, and communicating information to key decision makers.
5. Collaborates with the resource development department and provides support and data for grant administration.

#### Software Management

1. Serve as the liaison with vendor of membership tracking software.
2. Optimize database usage across the organization by staying current on upcoming enhancements to functionality and guiding staff in the appropriate use of the existing functionality.
3. Network with other Outcomes/Data professionals to develop best practices and cutting-edge strategies.
4. Attend meetings as needed.
5. Perform other related duties and responsibilities as required or as assigned.

#### Resource Development Support

1. Input data to assist in maintaining integrity of donor and grant information.
2. Coordinate with CEO and development staff in donor cultivation and stewardship efforts to include but not limited to correspondence and acknowledgements.
3. Provide support for fundraising activities.

## JOB DESCRIPTION

### TITLE: IMPACT COORDINATOR

#### Manage and oversee special projects

1. Responsible for planning, project completion, tracking accomplishment of projected benchmarks for major projects of the organization.
2. Incubating new projects, identifying problem areas and suggesting possible approaches to problems identified.

#### Other development activities

1. Provide tours and engage with prospective donors.
2. Engage with the Board of Directors to support grant efforts.
3. Represent the organization at community events.
4. Performs other related duties and responsibilities as required or as assigned.

#### RELATIONSHIPS:

Internal: Maintain close, daily contact with Club management to exchange information, seek and give assistance, consultation and direction. Maintains contact with financial staff and support staff. Maintains verbal and written contact with volunteers and volunteer committees.

External: Maintain contact with community and corporate leaders, schools, parents and local residents to seek financial support and provide information regarding club activities and needs.

#### SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited university or equivalent work experience.
- A minimum of two years' work experience in a Boys or Girls Club or similar not-for-profit organization with an emphasis on grant writing and project management.
- Strong expository writing skills with a high-level command of grammar and spelling.
- Exceptional attention to detail and highly organized.
- Demonstrated problem-solving and decision-making skills.
- Proven ability to extract data for analysis, creating data charts, graphs and visuals for disseminating data.
- Tracking management software experience preferred.
- Ability to retain accurate organized records and keep information confidential.
- Work harmoniously with people at all levels of the organization and the public.
- Ability to balance working independently and as a part of multiple teams.
- Valid State Drivers License & Clean Driver's Abstract

JOB DESCRIPTION

TITLE: IMPACT COORDINATOR

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee may be required to drive for errands.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date



## POSITION DESCRIPTION

---

**TITLE:** COMMUNITY OUTREACH LIAISON

**PERFORMANCE**

**PROFILE SOURCE:** Other

**DEPARTMENT:** Administration / Safety

**REPORTS TO:** Director of Child & Club Safety

[ ] Exempt [ X ] Non-Exempt

---

**PRIMARY FUNCTION:** This is a grant funded position. Under the leadership of the Director of Child & Club Safety and the executive team, the Community Outreach Liaison will establish and support collaborative partnerships to engage and promote our vision for youth safety and to strengthen families in the community. This position will be the connection for visitors needing assistance to our partner organizations.

**KEY ROLES (Essential Job Responsibilities):**

1. Greet and welcome visitors as soon as they arrive at the One Stop Resources Center.
2. Provide assistance and information to visitors.
3. Sign in guests and assist them in utilizing internal software.
4. Answer incoming calls in a professional and discreet manner.
5. Ensure front receiving area is presentable, neat and tidy. That all collateral is readily available.
6. Create initiatives to promote resources, programs, and activities at the One Stop Resource Center.
7. Serve as local expert on community resources.
8. Provide support for events hosted by BGCM and/or our partners at the facility.
9. Create and maintain calendar of ongoing events and programs.
10. Maintain documentation and report on progress related to community and outreach efforts.
11. Provide assistance to the public utilizing appointment software and provide information that best fit their needs.
12. Maintain partner resource information on the BGCM website.
13. Perform other duties as assigned as it relates to Community Outreach Liaison.

Position Description  
COMMUNITY OUTREACH LIAISON

**Leadership**

1. Act as a representative for the public and organization's partners at the One Stop Resource Center.
2. Provide support in planning, development and implementation of activities and programs.
3. Oversee software application for appointment assistance for community members needing services.
4. Ensure all reports are completed accurately and submitted promptly.
5. Attend regular meetings as needed.

**Resource Management**

Coordinate or otherwise ensure the completion of projects or grant deliverables for the One Stop Resource Center.

**Partnership Development**

1. Greet public and provide a "warm hand off" to other services to support child safety, community resources, and additional youth serving organizations needed for Maui's families.
2. Cultivate and maintain a network of working relationships with organizations, businesses, and individuals in order to provide a wide spectrum of resources.

**Advocacy**

1. Support the organization advocacy platform through speaking engagements and participation in external events and activities on an as needed basis.

**Additional Responsibilities**

1. Demonstrate BGCM's values of integrity, excellence, and inclusion and integrate these beliefs into the work environment.
2. Adhere to organizational policies and procedures as described in handbook and elsewhere.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with supervisor, staff, volunteers, and youth members to receive/provide information, discuss issues, and explain or interpret guidelines/instructions.

**External:** Maintain contact as needed with external community groups, government agencies, schools, families, parents and others to provide information on resources, resolving issues and concerns.

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's Degree preferred from an accredited college or university, or equivalent experience.
- Two years' experience coordinating programs for outreach
- Ability to collaborate and work with community representatives.
- Exhibits commitment for child safety issues.
- Exhibits high standards of ethics and integrity.
- Maintains strong work ethic, positive attitude, high level of energy and flexibility.
- Excellent written and verbal communication skills.
- Able to manage multiple projects in conjunction with day-to-day tasks and adjust priorities.
- Develop solutions to problems with limited supervision.
- Exceptional organizational and time management skills, and acute attention to detail.
- Establish and maintain effective working relationships.
- Ability to keep records and information confidential.
- Valid driver's license and maintain an acceptable driving record.

Position Description  
COMMUNITY OUTREACH LIAISON

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee will be required to drive to other clubs and for work related errands.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date



## POSITION DESCRIPTION

---

**TITLE:** CLUB DIRECTOR

**PERFORMANCE PROFILE SOURCE:** Management Professional

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

**FLSA CLASSIFICATION:**  Non-Exempt  Exempt

---

**PRIMARY FUNCTION:**

Supervises and manages overall daily operations of designated Clubhouse. Key areas of responsibility are ensuring outstanding programs and services delivery for youth members, supervision, staff development, club operations, facilities management, membership administration, and community outreach.

The Club Director oversees engaging and age-appropriate programs within the priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship. Staff will incorporate youth development principles; provide guidance to club members; and manage behaviors resulting in a safe and positive environment for youth.

**KEY ROLES (Essential Job Responsibilities):**

- Work with executive leadership and management staff to design a comprehensive youth development program.
- Project management to ensure the effective coordination and integration of the programs and resources of the Clubhouse.
- Provide support to executive leadership and staff in the areas of planning, management, program execution and communications.
- Manage program staff and daily operation of clubhouse.
- Ensure a safe environment for youth and staff.
- Assist with fund development and reporting process.
- Foster relationships with volunteers and among local schools, universities, businesses and other community youth agencies to enhance the programs.

## JOB DESCRIPTION

### **TITLE: CLUB DIRECTOR**

#### *Leadership*

1. Implement planning and project management processes to ensure the effective coordination and integration of the programs that prepare youth for success and creates an environment that facilitates achievement of Youth Development Outcomes.
2. Provide program staff with resources and day-to-day supervisory support necessary for them to effectively conduct programs and activities.
3. Ensure a positive, healthy and safe environment for youth members and staff.
4. Recruit, orient, supervise, train and recognize performance of direct reports/volunteers/interns pursuant to the organizations policy and procedures.
  - Manage and motivate direct reports/volunteers/interns in accomplishing job responsibilities and goals through empowerment and teamwork.
  - Provide leadership for employee relations through effective communications, coaching, training and professional development.
  - Provide leadership for problem resolution to facilitate faster improvements and improved working relationships.
  - Manage scheduling, training and performance management promptly.
  - Communicate effectively and in a timely manner with all teams; including upward to supervisor(s) and across all levels of teams and coworkers.
5. Cultivate staff's ability to provide guidance, discipline, mentoring and role modeling to youth members.
6. Conduct regular staff meetings and trainings.
7. Provide volunteer opportunities mentoring relationships with youth and provide training aimed at leadership.

#### *Manage Facility & Club Operations*

1. Make certain that administrative and operational systems run smoothly.
2. Establish, maintain and supervise a well-organized, clean and safe environment conducive to a productive youth development, learning and working environment.
3. Ensure that established Boys & Girls Club youth development strategy is implemented and rules and policies are enforced. Ensure programs, services and activities prepare youth for success, promote safety of members and quality and consistency in programs at all times.
4. Handle scheduling use of Club facilities internally and by outside groups that meet eligibility requirements.
5. Meet your Club's minimum expectations.

#### *Fiscal Responsibilities*

1. Manage clubhouse financial resources and control expenditures against budget.
2. Maintain an annual inventory of all relevant program equipment and supplies.
3. Recommend requisitions to supervisor for approval.
4. Complete and submit timely, accurate written reports.
5. Assist with grant reporting requirements and fund development.

## JOB DESCRIPTION

### **TITLE: CLUB DIRECTOR**

#### *Strategic Planning*

1. Work with executive leadership, management and Club staff to plan, develop, implement, and evaluate overall quality of programs and services to ensure they meet organizational objectives and youth needs and interests.
2. Compile regular reports as directed to include but not limited to overall program participation, daily attendance, and membership.
3. Coordinate planning and execution of special events to ensure success. Communicate with all departments as necessary.
4. Participate in board committees as needed.

#### *Marketing and Public Relations*

1. Cultivate relationships with parents, local schools, businesses and community leaders, other youth and educational organizations to enhance programs and partnerships.
2. Develop and maintain public relations to increase the visibility of programs, services, and activities within the Club and the community.

#### **ADDITIONAL RESPONSIBILITIES:**

1. Work with staff on special events to carry out programs in all departments.
2. Exercise authority in problems relating to members; utilize guidance and discipline plan.
3. Manage designated outreach sites if applicable.
4. Perform other related duties as assigned.

#### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Have regular contact with youth members as needed to discipline and counsel.

**External:** Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of five years work experience in a Boys and Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members including discipline issues.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Demonstrated ability in working with young people, parents and community leaders.
- Valid Driver's License.

JOB DESCRIPTION

**TITLE: CLUB DIRECTOR**

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee may be required to drive for errands.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

\_\_\_\_\_  
Incumbent (Print & Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date



## POSITION DESCRIPTION

---

<b>TITLE:</b>	<b>PROGRAM DIRECTOR</b>
<b>PERFORMANCE PROFILE SOURCE:</b>	Youth Development Professional
<b>DEPARTMENT:</b>	Programs
<b>REPORTS TO:</b>	Club Director
<b>FLSA CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

---

### **PRIMARY FUNCTION:**

The Program Director promotes and implements the delivery of exciting, engaging, and age-appropriate programs within the priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship. Staff will incorporate youth development principles; provide guidance to club members; and manage behaviors resulting in a safe and positive environment for youth.

### **KEY ROLES (Essential Job Responsibilities):**

#### *Prepare Youth for Success*

1. Plan and oversee the administration of designated Clubhouse programs and activities that support priority outcome areas.
  - Establish program objectives consistent with organizational goals and mission.
  - Oversee and conduct the provision of day-to-day programs in accordance with established standards and goals.
  - Ensure that members are encouraged to participate in a variety of activities, that they receive instruction and constructive feedback to develop skills in program area(s).
  - Demonstrate leadership to assure conduct, safety and development of members.
  - Provide guidance and positive mentorship to youth.

#### *Program Development and Implementation*

2. Establish and maintain Clubhouse program goals and settings that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
3. Evaluate program outcomes on a continual basis and that activities respond to youth needs, address their gender, and cultural diversity.

## JOB DESCRIPTION

### **TITLE: PROGRAM DIRECTOR**

#### *Supervision*

4. Maintain proper record keeping and prepare reports as directed to include but not limited to programs, activities, events conducted, breakdowns of daily participation figures, notable achievements and any challenges or issues.
5. Ensure productive and effective performance by all program staff and volunteers.
6. Ensure a productive work environment by participating in assigned staff meetings.

#### *Marketing and Public Relations*

7. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.

#### **ADDITIONAL RESPONSIBILITIES:**

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. Will be required to drive Club van periodically.
3. May consult with parents concerning member and Club issues.
4. Will be responsible for light housekeeping and cleaning.
5. Performs other related duties as assigned.

#### **RELATIONSHIPS:**

Internal: Maintain daily contact with Club staff (professional and volunteer), youth members, and supervisor to receive/provide information, discuss issues, explain instructions, and advise.

External: Maintain contact with external community groups, schools, and members' parents.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Four year degree in related field from an accredited college or university, or equivalent experience.
- A minimum of three years of work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Able to instruct, coach, and direct varied activities.
- Able to plan and implement quality programs for youth.
- Exercise independent judgment and initiative within general policy guidelines.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certifications.
- Valid driver's license and maintain an acceptable driving record.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee may be required to drive for errands.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

\_\_\_\_\_  
Incumbent (Print & Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date



## POSITION DESCRIPTION

---

**TITLE:** YOUTH DEVELOPMENT PROFESSIONAL

**PERFORMANCE**

**PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Club Director

**FLSA CLASSIFICATION:** [ X ] Non-Exempt [ ] Exempt

---

**PRIMARY FUNCTION:**

The Youth Development Professional promotes and implements the delivery of exciting, engaging, and age-appropriate programs within the priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship. Staff will incorporate youth development principles; provide guidance to club members; and manage behaviors resulting in a safe and positive environment for youth.

**KEY ROLES (Essential Job Responsibilities):**

*Prepare Youth for Success*

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
  - Plan, implement, supervise, evaluate programs and activities;
  - Promote and stimulate program participation;
  - Register new members and participate in their club orientation process; and,
  - Provide guidance and positive mentorship to youth.

*Program Development and Implementation*

2. Effectively implement and administer programs, services, and activities for youth.
3. Monitor and evaluate programs and activities to ensure safety of members, quality in services, and appearance of the Club at all times. Prepare periodic activity reports.

*Supervision*

4. Maintain and care for Club supplies and equipment.
5. Ensure a productive work environment by participating in assigned staff meetings.

**JOB DESCRIPTION**

TITLE: YOUTH DEVELOPMENT PROFESSIONAL

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club van.
3. Will be responsible for light housekeeping and cleaning.
4. Performs other related duties as assigned.

**RELATIONSHIPS:**

Internal: Maintain daily contact with Club staff (professional and volunteer), youth members, and supervisor to receive/provide information, discuss issues, explain instructions, and advise.

External: Maintain contact with external community groups, schools, and members' parents.

**SKILLS/KNOWLEDGE REQUIRED:**

- High School diploma or GED.
- Knowledge of youth development and experience working with youth.
- Able to instruct, coach, and direct varied activities.
- Able to plan and implement quality programs for youth.
- Exercise independent judgment and initiative within general policy guidelines.
- Able to motivate, manage behaviors, and supervise youth in a safe environment.
- Ability to deal with the general public.
- Mandatory CPR and First Aid Certifications.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee may be required to drive for errands.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

---

Incumbent (Print & Sign)

---

Date

---

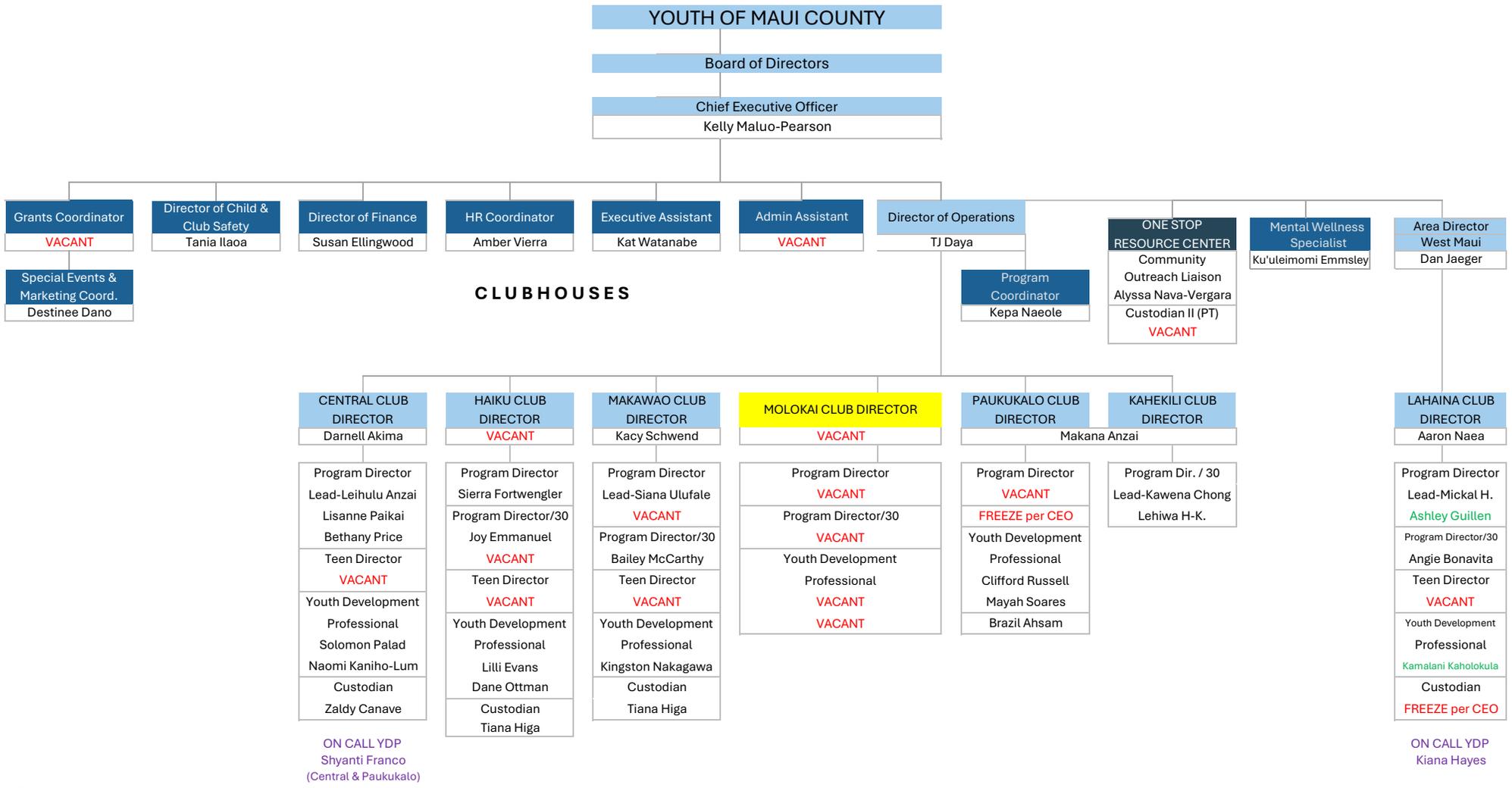
Chief Executive Officer

---

Date

# Boys & Girls Clubs of Maui

Organizational Chart



KEY

Red - VACANT  
 Green - PENDING HIRE  
 Purple - ON CALL / TEMP HIRE to support vacancies