



200 North Vineyard Boulevard, A300
Honolulu, HI 96817
Ph: 808-587-7886
Toll Free: 1-866-400-1116
www.hawaiiancommunity.net

Americorp VISTA Position Description

POSITION: Community Program Coordinator at Kula no na Po'e Hawaii
REPORTS TO: Community Health & Wellness Coordinator
LOCATION: 2150 Tantalus Drive, Honolulu, HI 9681
LIVING ALLOWANCE: \$1,720 monthly
START/END DATE: January 30, 2017 – January 29, 2018

About Kula no na Po'e Hawaii:

Kula no na Po'e Hawai'i (KNNPH) is a 501(c)3 non-profit organization that provides educational activities for members of the Hawaiian Homestead communities of Papakolea, Kewalo, and Kalawahine Streamside. KNNPH was formed in 1992 by a group of concerned community women who wanted to improve the educational skills of area children and strengthen relationships between parents and the school system. Over the years, the educational vision of KNNPH has broadened to offer trainings and activities that focus not only on the education of the community, but also on the importance of good health. Selected examples of these programs include wellness clinics, education and social programs for youth, nutrition, exercise, traditional Hawaiian healing classes, literacy fairs, and family strengthening workshops.

Position Duties

The VISTA Community Program Coordinator position is a one-year, full-time volunteer position located in Honolulu, O'ahu and will be working alongside the Community Health & Wellness Coordinator. Americorp VISTAs commit to a yearlong term of service within the organization they serve. For more information about the Americorp VISTA program, please visit this website: https://www.vistacampus.gov/sites/default/files/how_to_apply/index.html

Position duties include, but are not limited to:

- Implement financial literacy curriculum to benefit the area community
- Research and develop volunteer recruitment, retention and management systems
- Develop trainings, outreach and other materials to support the recruitment and retention of volunteers
- Create volunteer program manual
- Attend orientations, meetings, trainings and other courses
- Other duties as assigned

Qualifications:

- 18 years or older
- U.S. Citizen or Lawful Permanent Resident

- Not listed on the National Sex Offenders Public Registry
- Some college or college graduate
- Willingness to work with at-risk communities
- Strong interpersonal, verbal, and written communication skills
- Comfortable with computers, proficient with Windows Office and database programs

Benefits:

- Living Allowance of \$1,720 per month
- Education Awards of up to \$5,815 or End of Year Stipend of \$1,500
- Professional, cultural and personal development opportunities
- Childcare assistance, if eligible
- Health care allowance, if eligible

To apply please contact:

Lei Riedel
VISTA Program Coordinator
Hawaiian Community Assets
lei@hawaiiancommunity.net
(808) 628-6368