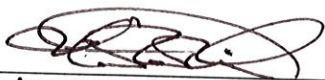




## Application Submittal Checklist

*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) Certificate of Good Standing (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



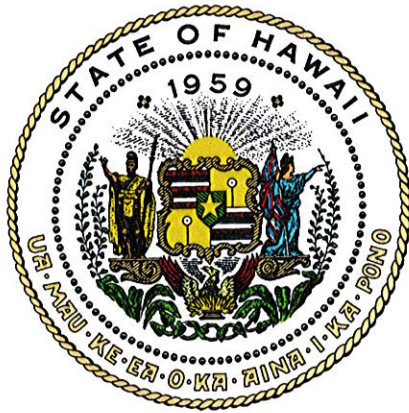
AUTHORIZED SIGNATURE

NADINE NISHIOKA, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/21/2022

DATE



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

MOILILI COMMUNITY CENTER

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



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

Dated: January 03, 2022

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.
- 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.

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.

Moiliili Community Center

(Typed Name of Individual or Organization)



(Signature)

01/21/22

(Date)

Nadine Nishioka

(Typed Name)

Executive Director

(Title)



## I. BACKGROUND AND SUMMARY

In today's day and age, an age of technology and convenience, it is easy enough for us to sit around with little to no physical or engaging activity. It happens to people of all ages; children sitting and playing on their phones, adults working at a computer all day, and seniors staying at home watching TV. Studies have shown living a sedentary lifestyle can lead to health complications later in life, such as cardiovascular disease, obesity, and high blood pressure. For those who are not active, there is also a noticeable lack of social interaction which could lead to anxiety and/or depression.

The COVID-19 pandemic further emphasized how imperative it is to keep physically, mentally, and socially active. Studies showed that academic learning for children during the pandemic significantly decreased - to the point many would have to repeat a grade - and the lack of in-person interaction stunted their social-emotional growth. Many seniors were homebound and had less opportunities to keep active; families noticed a decline in the senior's physical and mental capabilities. There was also an increase in reports of depression across all age groups, attributed to the lack of social interaction.

The Moiliili Community Center (MCC) provides a safe space for members of the community to gather and take part in the activities to help them maintain an active lifestyle. Children attend the after-school program and interact with their peers, staying active through social engagement. Seniors can maintain their current quality of life by attending a variety of programs to keep them physically and mentally engaged while also being able to socialize with each other. Our services also help provide the working caregivers respite from taking care of their loved ones, relieving some of the stress from their daily lives. Services are made affordable to accommodate participants of all backgrounds; grant funding from the City and State helps subsidize for participants who are less financially stable.

MCC proposes to provide quality childcare, family services, and classes and activities for seniors with the goal to advance, develop and extend these services over the next year. MCC would also like to propose purchasing vehicles to provide transportation, a much needed service, for the children and Kupuna participants of their respective programs.

## **II. SERVICE SUMMARY AND OUTCOMES**

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

### **Children and Families Program**

In the early 1960's, MCC pioneered after school care to school age children. As the need for childcare grew in the community, the Center began offering care at various DOE schools in the Moiliili area. Childcare demands continued to increase and the program extend their services to the Moiliili-McCully-Manoa districts. By the 1970's, program participation expanded to various schools in the community such as Kaahumanu, Lunalilo, Ala Wai, Jefferson, Liholiho, and Kuhio.

For over 55 years, the Center has offered childcare programs and various classes to children ranging from Japanese language and culture, computer, music, dance, tide pooling, swimming, camping, tutorial, and other various specialized classes in the community and DOE schools. The program offers year-round services including after-school care, full-day holiday care, including intersession care, and summer fun options. Transportation services are available to the neighboring schools: Hokulani, Kahala, Lunalilo, Wilson, and UH Lab.

The philosophy of the center focuses on family engagement as we strive for better well-being for the community, as well as the surrounding district. Aligning with that philosophy is a strong vision for youth programs; key components of this vision are the development of youth, instilling (a) core values (e.g., habits of mind), (b) academic identities, and (c) social emotional learning.

Retention of current workers and hiring new employees is a constant challenge. As a non-profit organization, providing livable wages has proven demanding. Although the Center and staff have proven resilient over the main stretch of the pandemic, COVID has severely impacted the number of children we can service and has also influenced the hiring of new staff. However, support funds are greatly needed to help stabilize our programs and better the lives of the children and families here in Honolulu. The State's help would support MCC operating costs to continue benefiting the community.

The two major programs under the Children and Families Program are the Japanese After School Program (JASP) and the Japanese Language school (JLS).

### ***The Japanese After School Program (JASP)***

Although the traditional name of the program is "The Japanese After School Program," this is a multicultural student population, serving a major need of society in the state of Hawaii. The supervision and care for youth, leading to the reduction of the number of latchkey children in

Honolulu, is a key outcome of the JASP program. MCC buses transport children from a number of public schools, bringing youth from kindergarten through the fifth grade to our center for learning, activities, and social engagement in a controlled environment.

MCC provides a nurturing environment for youth through experienced adult supervision. Experienced staff provide homework help and organized group physical activities for the student participants. MCC staff are trained to guide youth in their development and serve as positive role models. Staff provide engaging learning opportunities in a computer-screen-free environment.

Due to the pandemic, the prominence for the need for greater Social and Emotional Learning became evident. MCC proposes to implement an evidence-based program entitled "Paths." This program works to raise student awareness about mental health and prevent aggressive behavior and bullying. There is a focus on the need for prosocial skills and a wide variety of readings and activities for youth ranging from kindergarten through the fifth grade. We ask for support for the materials and training of teachers for the implementation of this program that is needed due to the impact of COVID on youth.

Students that are a part of the JASP program also have the option to take Japanese language courses at MCC as explained in the subsequent section.

### ***The Japanese Language School (JLS)***

MCC's Japanese language school traces its origin to 1902 when a group of community leaders founded a school to provide education for children in order to preserve their native Japanese language and culture. Throughout the 1940's, the school became the center for other community activities, such as Red Cross and Boy Scouts while fulfilling the needs of immigrant families who depended upon its support and the friendships formed there. In 1945, the Moiliili Community Association was chartered and incorporated as a non-profit organization.

Besides educating students in the Japanese language, Japanese Language program also provides regular introduction of Japanese culture to students and families as language and culture are intertwined. Some examples include Japanese calligraphy lessons and flower arrangement demonstrations, among many other instances of cultural practices. In addition, student and family engagement is a key target focus of our programs.

Prior to the pandemic, approximately 100 students attended the Japanese language school, catering to youth from kindergarten through the fifth grade. Due to social distancing measures, the Japanese language program is currently limited to roughly 50 students. Plans are now in place to provide online learning to service a greater number of youths not only on Oahu but on neighboring islands as well. The current reduced number of students has severely impacted operating costs. For example, pay for instructors and staff was scaled down, which led to resignations and other challenges in retention of faculty and staff. MCC proposes to use a portion of the funding to support the lives of our personnel, providing living wages. In turn, our workforce will be able to provide quality care for youth, families and the community.



**A. TIMELINE**

The following timeline displays plan for implementing use of grant funds.

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Order Ford Transit Van	█											
Purchase requested items	█	█	█									
Support pay for staff, retention	█	█	█	█	█	█	█	█	█	█	█	█
Social Emotional Learning Project for youth		█	█	█	█	█	█	█	█	█	█	█
Cultural Learning experiences for youth		█	█	█	█	█	█	█	█	█	█	█
Evaluation write up										█	█	█

**B. QUALITY ASSURANCE AND EVALUATION**

The mission of the organization is a traditional gathering place for the community; Moiliili Community Center provides services to people of all ages from the young to the elderly. MCC’s mission is to “enrich lives by providing support services and programs to enhance individual, family and community life.”

The Director and Administrative Assistant are responsible for overseeing the entire program operations and ensuring quality assurance is maintained throughout the school year. The site coordinator is responsible for overseeing the implementation of program activities offered.

An evaluation plan ensures that support systems, such as coordination and communication, are in place to conduct the program effectively and reach the desired outcomes. Stated goals and outcome measurements provide data on the program’s functioning and facilitate the planning of current and future programs and services.

1. Parent and teacher conferences are held once a year for the Japanese language program. Periodic surveys of the parents for comments, opinions, and suggestions regarding the kinds of activities and program curriculum offered will be solicited. By combining these surveys, we will have a better picture of the child’s behavioral development in social and emotional skills helping us with the measurement of outcomes.
2. Monthly attendance and sign-out sheets, enrollment reports, financial reports, staff information, general schedule of activities, and other required forms are completed, filed, and submitted.
3. The Coordinator monitors the daily schedule and monthly lesson plans to execute the day-to-day program operations. 100% of the families will receive a monthly newsletter to provide essential and important information, activities and special events.

The Director and Administrative Assistant will oversee the program strengths and deficiencies and provide the support and resources needed to assist in maintaining the quality of program



services. Various deficiencies will include the coordinator assisting in monitoring and implementing the correction needed in the daily program operations. Corrective action will be handled immediately.

### **Senior Center Program**

With an increase of over 70 percent of the age 60+ age group in the State of Hawaii since 2010, Senior Centers play a larger role as community-based social institutions capable of reaching large numbers of older persons. These individuals are living longer and have longer periods of time after retirement. Senior Centers provide a place where people can meet, learn new skills, become educated about different areas, have social interaction, learn about different resources to meet their needs (financial, personal, health), receive information, and obtain needed services. The basic goal of the Senior Center is to keep the older adult active, informed, and involved, thus assisting them in improving or maintaining their willingness and independence longer, delaying the need for high-cost institutionalization.

The Moiliili Senior Center primarily services those living in Census Tract 1-37, the areas from Hawaii Kai to Ward Avenue. The area is very diverse; it includes single family homes to densely populated apartment/condominium areas, from very high-income levels to low-income State/subsidized housing areas. It includes very transient populations (surrounding the University) as well as old and stable neighborhoods. Included in these areas are innumerable Department of Parks and Recreation Senior Clubs and classes at Park facilities, Makua Alii Senior Center, a Lanakila Meals on Wheels group dining site, and two other community centers (Kalahou and Waikiki).

Continual efforts are made by the Moiliili Senior Center to balance the different levels of senior needs and interests with the presentation of classes, seminars, and events that are affordable. This includes developing partnerships with organizations to jointly sponsor events/activities to reach a larger senior group with presentations such as community resources and senior options in continuing education, employment, volunteering, and personal growth. Other efforts are on-going to reach out to the frail and homebound elderly, priority given to those with the greatest economic and social needs with special attention to low income, minority individuals.

Many of the seniors participate because of an affinity with a center in their neighborhood; a location where they feel welcome and know others who attend, they participate in a variety of activities which provide social stimulation and enhances personal growth. Newly retired individuals are seeking activities in which to participate. Families are seeking ways to maintain their once active senior in a supervised setting that is less costly and in a non-day care atmosphere where they can be involved with others.

The Senior Center program receives funds from the Elderly Affairs Division, City and County of Honolulu, Department of Community Services which is used to cover staff salaries and a small portion of the operational expenses as costs constantly rise. Program Income (participant contributions which we increase annually) and program fundraising efforts cover another portion of the expenses, but the agency must still absorb a large part of the costs. We are asking for some assistance in these areas as outlined in our financial section.

The following are service output measures and outcomes for this GIA request for FY2023 in addition to those provided under the City contract. These services are provided by four full-time and one part-time staff members, who are primarily under a contract with the Elderly Affairs Division, City and County of Honolulu. In order to survive the high cost of doing business in 2010, Moiliili Community Center cut back certain budget areas, such as janitorial services time; these cutbacks remain and are additional responsibilities that staff must cover. These service activities are what we consider viable for the present facilities and staff:

## **1. EXERCISE/PHYSICAL FITNESS**

### **Objective and Output Measures:**

**120 sessions** of exercise and physical fitness activities will be provided to **90 unduplicated individuals**. These include but are not limited to classes that improve their flexibility, strength, endurance, balance, and physical functioning.

### **Outcome:**

Of the **90** individuals, at least 75% will experience renewed energy, 85% will see an improvement in their flexibility and endurance and 90% will continue a form of exercise beyond three months due to some improvement in their physical functions. Attendance records are maintained to see the continuity rate in classes. Intermittent evaluations will be asked of members in the class.

## **2. RECREATION AND LEISURE**

### **Objective and Output Measures:**

A total of **200 sessions** of recreation and leisure activities will be provided to **90 unduplicated individuals** so time is spent in wholesome, fulfilling, enjoyable, and healthful ways. Activities will include but are not limited to craft classes or workshops, games, music, dance, performing for others, and excursions.

### **Outcome:**

Of the **90** people served by this activity, 65% will maintain their social engagement and involvement or connectedness and sustain that involvement for at least three months while 75% will gain mentally and physically through social involvement.

Ongoing classes are generally led by volunteers. Following enrollment in an activity, a follow-up will be made to see if individuals continue to attend. Cost factors for instructors, classes, or activities must be considered when developing an area to keep it reasonable for all income levels. Workshops, seminars, excursions, and special activities will be scheduled with information included in the monthly newsletter. Input on areas of interest, cultural activities, and possible

stimulating needs will be surveyed with possible instructors and volunteer leaders recruited. Classes are currently being conducted virtually.

### **3. ASSISTED TRANSPORTATION**

#### **Objective and Output Measures:**

Door-to-door transit service with assistance, including escort, to **10 unduplicated individuals** who have physical and/or cognitive difficulties which prevent them from using regular transportation services. This service, utilizing MCC vehicles, will provide a total of **64 one-way passenger trips**.

#### **Outcome:**

90% of clients will be able to access resources, attend, or become involved in activities to maintain their health and to continue to live independently. Requests or referrals are received, and assessments are made as to viability and capability of providing the service per time schedule. MCC vehicles, generally the minivan, are utilized for this service. Referrals are made for those we are unable to provide for.

### **4. TRANSPORTATION**

#### **Objective and Outcome Measures:**

Transportation services to **70 individuals** via MCC vehicles and/or charter buses to and from special activities and service agencies for a total of **170 one-way passenger trips**.

#### **Outcome:**

Of the **70** individuals receiving this service, 100% of clients will be able to continue being involved with the community, activities and services.

The MCC Driver primarily handles the meal program run while the Program Worker/Driver assists with special runs; because of the pandemic the meal program has been suspended until further notice. All staff are involved in the planning, implementing, and coordinating of this area. Transportation requests are received, and assessments are made on the capability to provide per need for individuals. The Program Worker/Driver provides one-to-one service using a minivan. Referrals are made for those we are unable to provide for or individuals are placed on a wait list.

### **A. TIMELINE**

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



## **B. QUALITY ASSURANCE AND EVALUATION**

An evaluation plan shall demonstrate that support systems, such as coordination and communication, are in place to conduct the program effectively and to ensure the viability of the program. The following measures will provide the necessary data and insights into how well the program is functioning, where the program is in relation to the outcome measurements and output goals, and how it will provide assistance in the planning of current and future programs/services.

1. Hold at least one general meeting a year to solicit input from seniors on changes, policies, types of activities, etc. The meeting will be hosted by The Advisory Committee of the Senior Center Program as a means of getting honest and open comments without staff presence or pressure.
2. Periodically survey the members for comments, opinions, and suggestions regarding the kinds of activities, opportunities they enjoy or would like to see at the Center. A formal written survey will be conducted. Doing this on a semi-annual basis will give a better picture of where we are in relation to our outcome measurements.
3. Obtain members' evaluations of particular classes, activities, and excursions to determine what was gained or learned and whether to continue or change the offering(s). For specific activities and/or workshops, an informal oral evaluation, or at times a short written evaluation, requesting feedback and comments will assist in future planning of a similar activity. Periodic use of a short request form in our monthly newsletter for suggestions on seminar topics, workshops, excursions, or classes assists in regular planning.
4. Periodically obtain volunteers' feedback on the tasks performed and other opportunities they would like to have offered.
5. Regularly review how outreach needs are being met according to client situation and feedback, type or number of agency referrals, and resolution of problem. Case conferences by the Program Director and staff member(s) involved provide continual follow-up. Sporadic talks with the clients will also provide feedback on the services received.
6. Solicit Advisory Committee members' program suggestions.
7. Statistics will be kept and reports made to the Executive Office on Aging. These reports are analyzed regularly to see if objectives are being met.

### **Kupuna Support Program**

The Kupuna Support Program is an adult respite care program which provides Oahu's frail and not-so-frail seniors a place to interact with their peers and maintain their current levels of performance and independence through a variety of physical and mental activities, delaying the need for advanced care. Participants are provided a nutritious hot lunch and transportation to and from the Center. Not only does the program provide a place during the day for the elderly Kupuna to stay active and engaged, but it also relieves the Kupuna's caregivers from their

caregiving duties and allows them the opportunity to take care of other errands without having to worry about their loved ones.

Transportation is provided to participants who live within the boundaries of Ward to Kahala using MCC's vehicles (based on availability). The working caregiver relies on MCC's transportation service as it allows them to get their loved one(s) to and from the Program while not having to worry about driving the Kupuna themselves and navigating around their work schedule. The pandemic has impacted our transportation service as, to help protect our Kupuna, the Kupuna are seated apart from each other to social distance which reduces how many Kupuna can be transported. In order to accommodate more participants, MCC is requesting funding to purchase a new vehicle to transport the Kupuna. As the vehicles are driven daily, they slowly get worn down with constant usage. MCC would also like to propose a portion of the funding be allocated to general repairs of the vehicles throughout the year.

#### **A. TIMELINE**

MCC has already worked on the specifications for the vehicle. Once funding is received, an order can be placed for the vehicle. The average time frame to receive a vehicle (pre-pandemic) is 12 weeks though it may take longer depending on national supplies, parts, and labor.

#### **B. QUALITY ASSURANCE AND EVALUATION**

The Kupuna Support Program will keep a record of correspondence and transaction receipts for the new vehicle. A record of invoices is kept for any work repairs done on the vehicles, each kept in its respective folder.

### **III. FINANCIAL**

#### **A. Budget**

##### **1. Budget for FY2023 – Form Attached**

##### **2. Budget Justifications – Personnel: Salaries & Wages B - Form Attached**

Senior Center staff salaries and benefits are primarily under the Elderly Affairs Division Grant. We are requesting assistance in paying a percentage of these staff salaries as noted on the attached form. We are also requesting a percentage off Community Center personnel salaries that are directly related to the program.

The Children and Families Program is also requesting support funds to stabilize its various programs that benefit youth and community members. A percentage of

funds applied to staff salaries and program needs would advance efforts to benefit the neighboring areas as explained in the Children and Families Program financial needs breakdown.

**3. Budget Justification – Equipment and Motor Vehicle - Form Attached**

Besides having separate vehicles for the children and seniors to prevent potential cross contamination, the Hawaii Department of Education requires children be transported by a yellow “school bus”, which has certain safety criteria.

**4. Budget Justification – Capitol Project Details - Not Applicable**

**5. Government Contracts And/Or Grants – Form Attached**

**B. Anticipated quarterly funding requests for fiscal year 2023:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
245,500	101,500	101,500	101,500	550,000

**C. Other Funding Sources for FY2023:**

As noted in the attached budget sheets, we anticipate a State grant of \$106,278 contracted through the City and County of Honolulu Elderly Affairs Division and a State grant of \$287,129 contracted with the State Executive Office on Aging under the State Department of Health.

We have a balance of \$227,448 of our unrestricted assets as of December 31, 2021.

**IV. EXPERIENCE AND CAPABILITY**

**A. Necessary Skills and Experience**

**Children and Families Program**

The Children and Families Program has been in operation since the 1960s. In addition to running operations for afterschool care at the Center, MCC has been awarded contracts to manage A+ sites at public elementary schools. MCC is licensed by the State of Hawaii Department of Human Services Group Care Licensing Division for Before and After-school Child Care. Training is provided for staff as outlined by the department of Human Services for all employees. MCC provides A+ after school care to students from Kaahumanu School, Lunalilo School, and Jefferson School, and actively participates with



their respective School Community Councils. Early Morning Care is provided at Hokulani Elementary School from 6:30-8:00 a.m.

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

### **Senior Center Program**

Moiliili Community Center's Senior Center Program was established in 1971 with public and private funding in collaboration with the then State Commission on Aging, Church of the Crossroads, and Moiliili Hongwanji Mission. From the findings of two UH graduate students, a place for senior citizens to congregate, socialize, and learn was needed. The Community Center was designated as the agency to provide this.

In 1976, a meal site was established at MCC through the then Honolulu Nutrition Program and continues today under Moiliili Community Center where meals are delivered by Lanakila Meals on Wheels Program but staffed by the Community Center; it is now staffed by Senior Center staff. The management of the Kapahulu Center came under the Moiliili Community Center in 1988 when their State grant was transferred from the UH Manpower Training Program. In 1997, Kapahulu established their own private non-profit agency and became independent of the Community Center following a one-year transition period. This change was brought about because of the 50% cut in funding (due to downturn in the economy) which MCC received from the State. The reduced appropriation did not meet the rent and personnel expenditures needed to run the program at two sites at the level the State desired. This change allowed the Kapahulu Center to fundraise without monies reverting back to the State or our Center.

For the past 50 years, MCC's Senior Center Program, through its contract with the City and County of Honolulu Elderly Affairs Division, has provided classes, seminars, special events, workshops, transportation, assisted transportation, paraprofessional counseling services, telephone reassurance, volunteer opportunities, and information and referral to those living in Census Tracts 01-37 (Ward Avenue to Hawaii Kai). With the exception of the leisure class (Sumi-e) under the Department of Education's Adult Education, all of the classes and groups are led by volunteers. During the pandemic, classes and seminars were held virtually.

Through collaboration with the State Executive Office on Aging, MCC became the first intake site of the Sage Program, providing meeting space, telephone, equipment usage, and staff time to do intake. All intakes are presently done through the State Executive Office on Aging.

We continue to work very closely with various programs from the Universities (UHM – Nursing, Family Resources, Outreach College, etc.; HCC) to provide a place where

students may do their practicum internships, talk with seniors for specific projects, research questionnaires, observations, and seminars. Graduate students from Hawaii and Japan have also requested assistance with their projects and we have worked with them if we find it appropriate for our seniors and the students' projects. Students doing research are asked to share their results with this program to assist us with our planning purposes, if applicable.

Our Center is always willing to work with other programs to develop new areas of service to benefit the older adult and the community.

### **Kupuna Support Program**

Moiliili Community Center's respite care program was established in 2005 under the name "Senior Support Program" with funding from the City and County of Honolulu; in 2010, the name was changed to "Kupuna Support Program". The program started off in a small classroom, serving around five seniors from the nearby community three days a week. The Kupuna Support Program gradually expanded, moving to a bigger classroom and providing its services to more participants, increasing membership to include Kupuna around the island.

The Kupuna Support Program staff are attentive to the Kupuna, making sure they are engaged in activities and assisting them if they require assistance. The staff work together to supervise the Kupuna to best attend to their needs. Kupuna are escorted by staff members when moving from room to room and when being taken to the vehicles.

The Kupuna Support Program also receives volunteers from the Respite Companion Program (RCP), a part-time employment and training program that provides opportunities to low-income seniors to serve frail Kupuna. RCP volunteers are interviewed prior to working at the Center to ascertain if they would work well with the program and, if accepted, are trained on the job to assist the Kupuna participants; many of our RCP volunteers have had prior experience working with Kupuna. Determination to hire RCP volunteers is based upon job performance.

As the Kupuna are one of the most vulnerable populations during the pandemic, it was imperative to consider their safety and well-being when reopening the program. The Kupuna Support Program moved its class to the 3<sup>rd</sup> floor studio room where there is more room to adequately space out and comply with COVID-19 safety guidelines. The Kupuna are seated six feet apart and have their own table and set of materials (e.g. hand sanitizer, colored pencils, etc.) to reduce the potential for cross-contamination. Temperatures are taken at minimum three times a day. Commonly touched surfaces are sanitized frequently throughout the day and staff is required to wear a mask and face shield. The Kupuna are recommended to wear their masks and are reminded throughout the day to have their mask on.

**Facilities:**

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

In the main building on the first floor, the largest multi-purpose room is utilized by our meal program which serves about 50 hot lunches daily to seniors. Two classrooms and the Administrative offices are also on the first level. On the 2<sup>nd</sup> floor there are four classrooms which are utilized daily by seniors for a variety of activities in the mornings until 2:30 p.m. In the afternoon, all classrooms are utilized by children attending Japanese-language school and MCC's after school program. The Senior Center and Children & Families Program offices are maintained on the 2<sup>nd</sup> floor. Located on the 3<sup>rd</sup> floor is a studio (with a wooden floor) designed and equipped (mirrors, fans, mats) for classes in dance as well as exercises such as tai chi, a lounge/meeting room (currently classroom for the Kupuna Support Program during the pandemic), a classroom utilized by the Kupuna Support Program, and two leased offices. Facility users and numerous service organizations use the various rooms for meetings and activities in the evenings or on the weekends.

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

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

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

Parking on the premises is limited although there are three areas designated for parking adjacent to the main building and next to the Thrift Shop. There are five designated handicap stalls, four close to the main building and one by the Thrift Shop. Limitation on parking is due to heavy usage of the rooms throughout the day by different groups: senior center program, lunch site, Thrift shop consumers, along with volunteer and employee parking needs. Many participants walk to the Center, are dropped off, or utilize the bus. We are located very close to the major intersection of University Ave., South King Street, and South Beretania Street, accessible to many bus routes.

**Vehicles:**

The Community Center has six vehicles used by the different programs: a 2016 Chevy 34-passenger bus (assigned to the Children's program, a 2003 GMC 12-passenger van (assigned to the Kupuna Support program), a 2008 Chevrolet 15-passenger van (assigned



to the Children's program), and a 2007 Chevrolet 15-passenger van (assigned to the Senior Program). Also assigned to the Senior Center and Kupuna Support program is a 2016 Toyota Sienna minivan and a 2015 Ford Transit 15-passenger van.

The Chevy bus and the 2008 Chevrolet van are used to pick up children from Hokulani, Wilson, Kahala, and University Lab Schools to attend the after-school program at the Center; during intersession, the vehicles are used to take the children on excursions. The Ford Transit van, the 2007 Chevrolet van, and the GMC van are used for the daily transportation of frail seniors to and from the Center to attend the meals program and the Kupuna Support Program; the 2007 Chevrolet van is also utilized for senior groups going to special activities, to entertain at different institutions. The minivan is utilized daily for the assisted transportation service, taking seniors to medical appointments, grocery shopping, banking, etc.

## **V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

### **A. PROPOSED STAFFING, STAFF QUALIFICATIONS, SUPERVISION AND TRAINING**

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

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

The **Program Director** is responsible for overseeing and managing the Children and Families department, which provides programs for child care that includes family support, ensuring compliance with agency policy and State regulations, budgeting, evaluating program effectiveness, developing methods of improving performance and increasing efficiency. The Director is a liaison between school, parents, district office and other agencies.

The **Administrative Assistant** is responsible for the child care program in recruiting, training, scheduling, marketing, employee data entries, evaluating program effectiveness, payroll, planning and implementing activities conducive to the social development of young children. The Administrative Assistant assists the Director in maintaining communication between the school, parents, district office and other agencies.

The Program Coordinator assists in the A+ sites, training staff personnel, evaluating program effectiveness, corresponding with parents, and overseeing planned curriculum activities.

The **Site Coordinator** promotes the after-school program through carefully planned curriculum and activities, scheduling, training, evaluating program

effectiveness, payroll, employee data entries, collection of fees, and organizes and implements the daily schedule and special events.

**Recreational Leaders, Aides and On-Call Substitute Leaders** are responsible for the safety and well-being of the children. Daily attendance and absent tardy checks are required to ensure the safety and accountability of each child present at the school site. Parent, guardian, and other authorized individual checks are required through I.D. checks throughout the school year. Leaders are required to plan, organize and implement the various essential components daily.

The **Special Education Assistant (SPED Assistant)** is responsible for supervising and caring for children with special disabilities and for providing a daily enrichment program based on the skill and level of the child's ability. The SPED Assistant will meet all the essential components and offer the student a well balanced day.

The **Instructor/Teacher** is responsible for the academic curriculum and leisure instruction; plans for the development and assignment of group curricula and projects; and determines and outlines specific goals, and timing of each lesson.

## **STAFF QUALIFICATIONS**

The **Director** provides overall supervision, maintains open channels of communication, and works to resolve any difficult situations. This position receives general supervision from the Executive Director. Qualification requirements are a Master's degree in the field of Human Services or a Bachelor's degree with 3 years related work experience.

The **Administrative Assistant** receives general supervision from the Director. Qualification requirements are a Bachelor's degree or two (2) years of college education with six (6) months experience in working with school-aged children; or CDA with six (6) months experience in working with school-aged children; or completion of high school with nine (9) months experience in working with school aged children or any combination of equivalent training or experience.

The **Site Coordinator** is assigned to a site and is responsible for the staff, volunteers and overall operations of the program. This position receives general supervision from the Administrative Assistant. Qualification requirements are Bachelor's degree with 1-year experience or CDA with six (6) months experience in working with school-aged children; or completion of high school with nine (9) months experience in working with school aged children or any combination of equivalent training or experience.

The **Recreational Leader** is assigned to a group according to grade level and the maintaining of child staff ratio during program operational hours. They are responsible to carry out daily assignments and provide a balance of indoor and

outdoor curriculum. Qualification requirements are a High School Diploma and 1 year experience in working with children in a supervised setting. This position receives general supervision from the Program Coordinator and Site Coordinator.

The **Instructor** is specifically assigned to instruct Japanese language and culture. This position receives general supervision from the Director, Administrative Assistant, or Japanese Language Coordinator. Qualification requirements are to teach a specific topic with expertise to children, the ability to communicate effectively and to motivate children in a constructive manner.

### **Senior Center Program**

Presently, there are seven staff members or a total position count of 5.73 under the Moiliili Senior Center program. These entail a Program Director (1.0), a Program Coordinator (1.0), a Program Assistant (1.0), a Program Assistant/Driver (1.0), a Program Worker (1.0), a Dining Program Worker (0.4) and a Driver (.33 of a full-time position). Based on position counts, this comes to a ratio of 1 paid staff to 245 clients. These positions are primarily paid through a contract with the City and County of Honolulu, Department of Community Services, Elderly Affairs Division. We propose to pay approximately 35% of the salaries for these positions through the Grants in Aid.

### **STAFF QUALIFICATIONS**

The **Program Director** provides overall supervision, maintains channels of communication, and works to resolve any difficult situation. The Program Director is also responsible for handling much of the basic information and referral inquiries, development of programs, preparation of monthly/quarterly/annual reports and grants/contracts, and also assists with short-term emergency services needing assistance.

The **Program Coordinator** does the basic planning of classes, seminars, and activities, works with the volunteer instructors and group leaders, and coordinates the monthly newsletter. These activities are utilized by over 450 individuals monthly. Along with our "team" approach, the Program Coordinator assists individuals monthly with other services, such as requests for transportation, or just listening and/or lending a comforting hand.

The **Program Assistant/Driver** (this position will possess a high school diploma and valid driver's license) provides information and referral services, assisted transportation services to appointments/shopping/etc., back-up for the regular driver (if available) when the driver is sick or on vacation, and drives for special requests when our regular driver is on his run.

The **Program Worker** provides information and referral services, assistance with applications, and other services as needed or requested. This position also

provides assistance with registration, class set-up, receiving telephone reassurance calls, and taking inquiries for participation in the program.

The **Driver** (P/T .33 of full time under MCC, has a CDL and a S endorsement needed for the Children's program) is primarily responsible for the daily pick-up and return of frail elderly to attend the lunch site and other activities at the Center, an average of 22 individuals monthly; and to provide transportation for special requests. He is assisted by a volunteer when available.

**The Dining Program Worker** (0.4 position) provides assistance in serving the program meals, facilitating the completion and /or discharge of the application process, and completing and compiling reporting data and recruiting.

The quality "team" approach is used in administering the program with over 1000 registered participants. Each position may have its responsibilities outlined, but all staff members are required to be aware of all areas and assist where needed. The agency schedules ongoing Staff training; program staff attend seminars, workshops, etc. scheduled by different agencies as applicable to their job positions or requirements.

Attached are the Job Descriptions for the Senior Center program staff.

Both programs' staff are assisted overall by the Community Center's paid administrative staff which include the Executive Director, the Accountant and fiscal staff, clerical staff, receptionist, parking attendants, and maintenance. Without the Center's assistance, the programs could not function alone. The contract requirements call for constant accountability; there is no flexibility in hiring for the administrative positions under the grant. Under the GIA, we are requesting a percentage of these staff members' salaries as outlined in Section III, Financial. The receptionist fields a great percentage of calls for the programs. The parking attendants assist with keeping the parking areas safe; in the mornings, the parking attendant also sees to the safety of the seniors as they walk through the parking lot areas or while waiting to be picked up.

The Moiliili staff is under the Moiliili Community Center's Personnel Policies. All staff must follow these standards, unless so noted per contractual requirements. CPR and First Aid are required for all positions.

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

The Executive Director of the Community Center directly supervises all Program Directors, who oversee their respective programs and staff. The Program Directors are responsible for the training and development of their respective staff members - and their recertification as necessary - and the volunteers that fall under their respective programs.

## **B. ORGANIZATION CHART**

Attached are:

Organization-Wide Organization Chart

Children and Families Program Organization Chart

Senior Center Program Organization Chart

Also attached are the Job Descriptions for the program staff, as well as essential non-program staff.

## **C. COMPENSATION**

Annual salaries for the three highest paid employees of the Moiliili Community Center are:

Executive Director

Accountant

Children & Families Program Director

## **VI. OTHER**

### **A. Litigation**

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

### **B. Licensure or Accreditation**

Not applicable.

### **C. Private Educational Institutions**

Not applicable.

### **D. Future Sustainability Plan**

As the Moiliili Community Center has been in operation for over 120 years, we understand the importance of sustainability, to be able to continue to service and assist the community. In addition to grant funding we receive from the City and State, the Center raises funds through other venues such as the MCC Hidden Treasures Thrift Store, which sells items donated to the Center, and from users of our facilities from various organizations which include Alcoholics Anonymous, the Hawaii Lions, dance

organizations, and other associations. The Senior Center raises funds to help subsidize its various programs through rummage sales and craft fairs.



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Moliiiii Community Center      Period: \_\_\_\_\_ to \_\_\_\_\_      Date Prepared: \_\_\_\_\_  
 RFP No.: \_\_\_\_\_  
 Contract No. (As Applicable): \_\_\_\_\_

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Program Director	1	50,000	50.00%	25,000
2	Program Coordinator	1	33,280	60.00%	19,968
3	Program Worker	1	22,880	60.00%	13,728
4	Program Assistant	1	24,024	100.00%	24,024
5	Program Worker	1	22,880	16.00%	3,661
6	Driver	0.33	16,552	19.00%	3,145
7	Dining Program Worker	0.44	10,504	100.00%	10,504
	Total				100,030
<b>TOTAL:</b>					100,030
JUSTIFICATION/COMMENTS:					

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Moitilli Community Center

RFP No.:

Period: \_\_\_\_\_ to \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Contract No. (As Applicable): \_\_\_\_\_

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Program Director	1	50,000	30.00%	15,000
2	Administrative Assistant	1	35,000	30.00%	10,500
3	Japanese Language Program Coordinator	1	33,280	30.00%	9,984
4	Japanese language teacher 1	0.38	14,560	30.00%	4,368
5	Japanese language teacher 2	0.38	14,560	30.00%	4,368
6	Japanese language teacher 3	0.38	14,560	30.00%	4,368
7	JASP Coordinator	1	33,281	30.00%	9,984
8	Jasp Coordinator Aide	1	28,080	50.00%	14,040
9	Recreational Leader	1	13,520	50.00%	6,760
10	Recreational Leader	1	13,520	50.00%	6,760
11	Recreational Leader	1	13,520	50.00%	6,760
12	Recreational Leader	1	13,520	50.00%	6,760
13	Recreational Leader	1	13,520	50.00%	6,760
14	Driver 1	0.33	7,680	10.00%	768
15	Driver 2	0.33	7,680	10.00%	768
16	Driver 3	0.33	7,680	10.00%	768
17	Accountant	1	50,000	3.00%	1,500
18	Office Manager	1	47,300	10.00%	4,730
19	Senior Account Clerk	1	36,750	5.00%	1,838
Form SPO-H-200A	Retired/Unavailable Clerk	0.5	21,294	3.00%	639

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

21	Receptionist/Admin Clerk	0.5	13,650	5.00%	683
22	Traffic Controller	0.44	12,355	12.00%	1,483
23	Maintenance workers	0.5	10,000	5.00%	500
	Total		505310.20		120,088
	Multiply by number of years covered for this contract				1
<b>TOTAL:</b>					120,088
<b>JUSTIFICATION/COMMENTS:</b>					

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Moitilli Community Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ford Transit "Bus"	2.00	\$72,000.00	\$ 144,000.00	144000
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL:	2		\$ 144,000.00	144,000
JUSTIFICATION/COMMENTS:				

The vehicle to transport children must comply with the Department of Education's criteria and therefore needs a specific vehicle.

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

Applicant: Mojilili Community Center

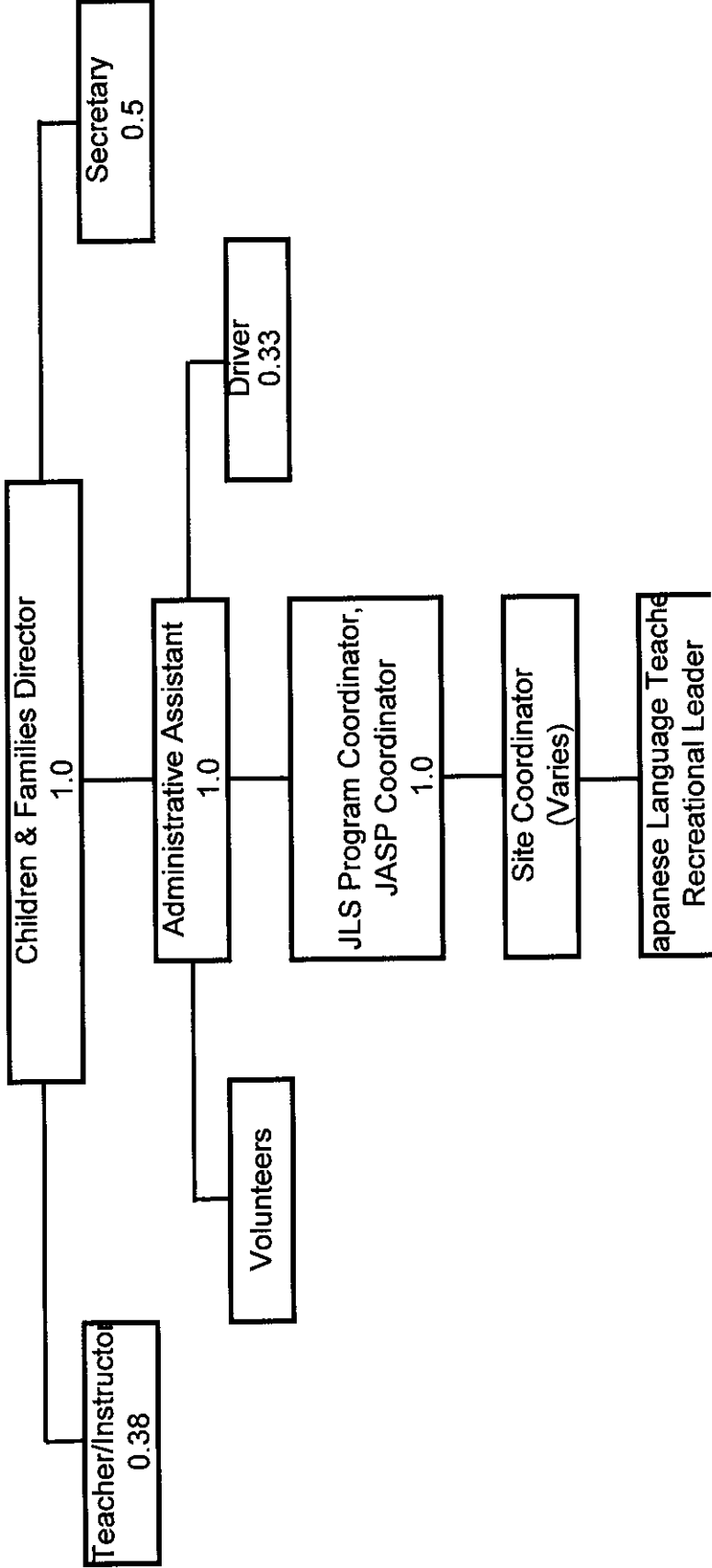
Contracts Total:

976,917

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	MA-DCS-1800108	7/1/19 - 6/30/20	Elderly Affairs Division	Honolulu	106,277
2	MCC2019A09	7/1/18 - 6/30/20	Executive Office on Agi State		150,000
3	MCC2020A09	7/1/19 - 6/30/21	Executive Office on Agi State		150,000
4	MA-DCS-2000142	7/1/20 - 6/30/22	Elderly Affairs Division	Honolulu	212,511
5	EOA-SC 2021	3/1/22 - 2/29/24	Executive Office on Agi State		287,129
6	ECCC	3/2020 -9/2020	Emergency Child Care	State	9,000
7	CCSF	3/15/2020-11/30/20	Child Care Stimulus Fu	State	62,000
12	RFP F17-052	7/1/2021-6/30/2022	Provision of afterschool	State	\$96,624.00
13					
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30					

**MOIILILI COMMUNITY CENTER'S CHILDREN & FAMILIES PROGRAM**

**Position Structure**





Sub / On Call  
(Varies)

MOILILI COMMUNITY CENTER Job Number: D 1

## **JOB DESCRIPTION**

### **Position Title: Children and Families Director**

Department: Children and Families FLSA Status: Exempt/salaried

Reports to: Executive Director Subordinates: Children and Families Staff

### **Primary Responsibilities:**

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

### **Essential Functions:**

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

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

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

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

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

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

#### 4. Other Duties.

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

#### **Working Conditions:**

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

#### **Equipment Used:**

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

#### **Work Hours:**

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

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

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

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

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

#### **Qualification Requirements.**

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

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

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

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

**Preferred Qualifications.**

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

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

### **JOB DESCRIPTION**

#### **Position Title: Administrative Assistant**

Department: Children and Families FLSA Status: Exempt/salaried

Reports to Program Director Subordinates: Children and Families Staff

#### **Primary Responsibilities:**

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

#### **Essential Functions:**

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

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

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

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

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

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

#### **Working Conditions:**

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

**Equipment Used:**

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

**Work Hours:**

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

Physical, Mental and Communication Demands:

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

**Skills/Knowledge:**

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

**Minimum Qualifications;**

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

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

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

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



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

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

### **JOB DESCRIPTION**

#### **Position Title: Program Coordinator Date**

Department: Children and Families FLSA Status: Exempt/salaried  
Reports to Program Director and Subordinates: Site Coordinators,  
Administrative Assistant Coordinator Aides, Recreation Leaders

#### **Primary Responsibilities:**

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

#### **Essential Functions:**

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

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

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

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

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

- a. Assume responsibilities of Coordinator Assistant as assigned.

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

**Working Conditions:**

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

**Equipment Used:**

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

**Work Hours:**

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

**Physical, Mental and Communication Demands:**

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

**Skills/Knowledge:**

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

**Qualification Requirements.**

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

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

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

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

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

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

### **JOB DESCRIPTION**

#### **Position Title: Site Coordinator**

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

Reports to: Administrative Assistant Subordinates: Staff and Volunteers

#### **Primary Responsibilities:**

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

#### **Essential Functions:**

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

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

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

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

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

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

#### **Working Conditions:**

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

#### **Equipment Used:**

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

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

**Work Hours:**

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

**Physical, Mental and Communication Demands**

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

**Skills/Knowledge:**

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

**Qualification Requirements:**

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

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

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

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



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

### **JOB DESCRIPTION**

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

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

Reports to Program Coordinator/ Subordinates: None Site Coordinator

#### **Primary Responsibilities:**

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

#### **Essential Functions:**

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

#### **Working Conditions:**

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

#### **Equipment Used:**

- a. May use computer and telephone.

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

**Work Hours:**

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

**Physical, Mental and Communication Demands:**

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

**Skills/Knowledge:**

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

**Qualification Requirements.**

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

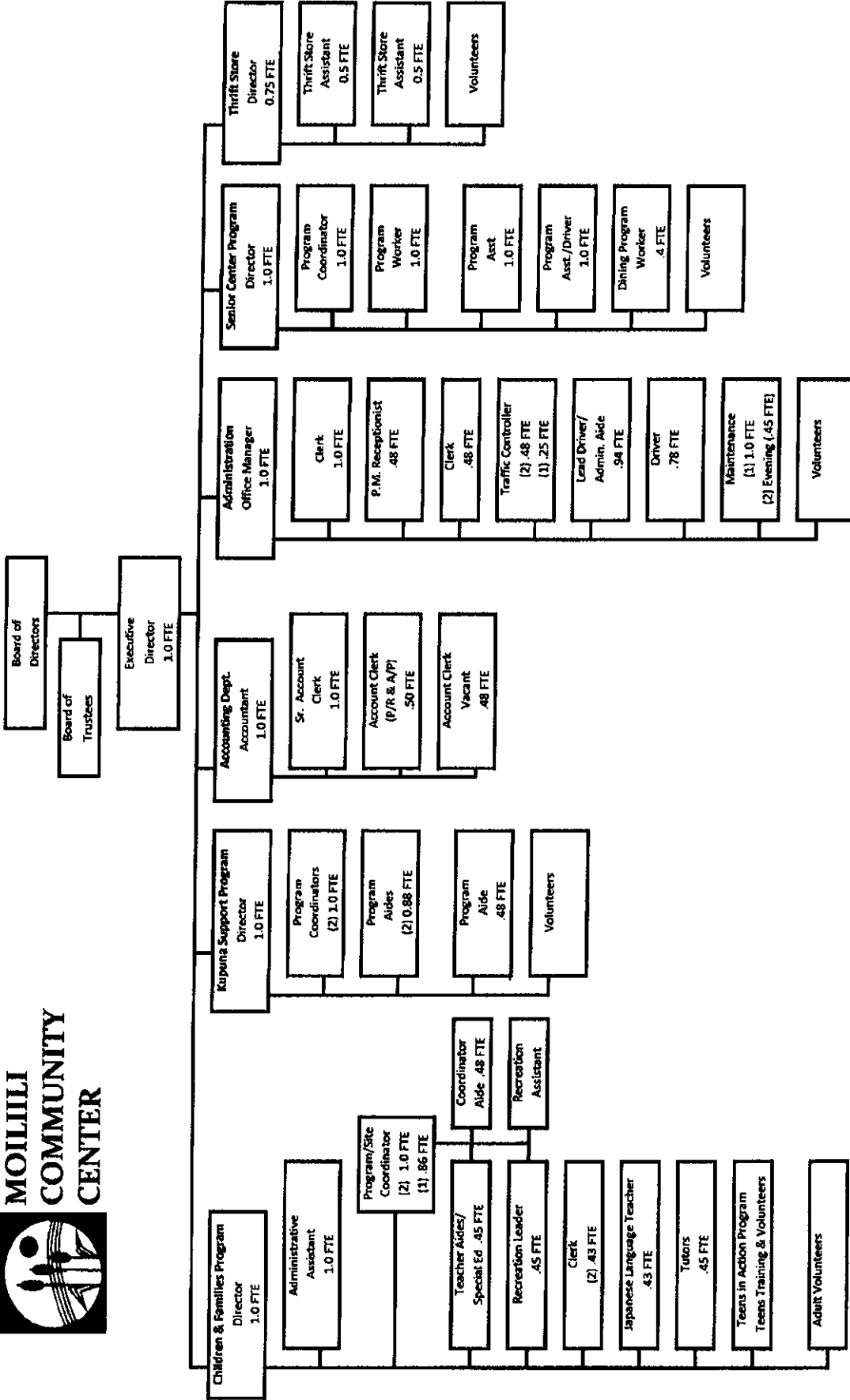
Knowledge of grammar, spelling and word usage; basic classroom management; basic knowledge of working with children.

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

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



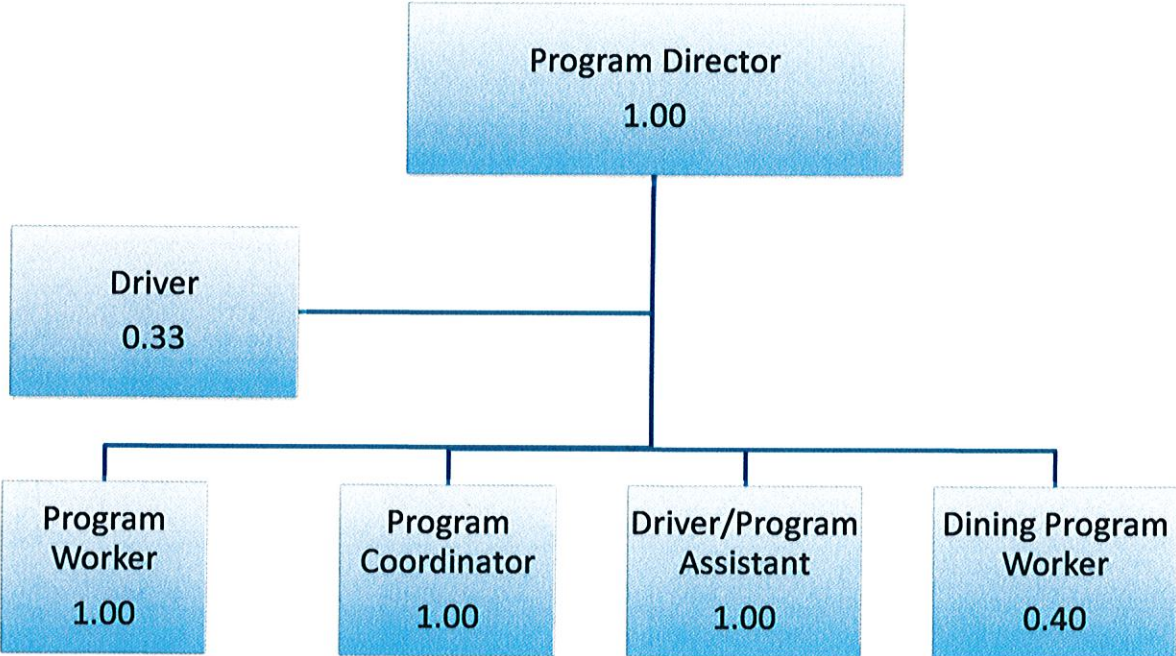
# ORGANIZATIONAL CHART



Moilili Community Center  
Grant in Aid Request  
FY 2023

2. Organization Charts (cont'd)

Senior Center Program



MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 1

JOB DESCRIPTION

Position Title: Senior Center Program Director

Date: January 1, 2018

Department: Senior Center

FLSA Status: Exempt/Salary

Reports to: Executive Director

Subordinates: Senior Center workers

**Primary Responsibilities:**

This position is responsible for overseeing the Senior Center program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent exercises independent judgment in the day-to-day operations and receives direct supervision from the Executive Director.

**Essential Functions:**

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

**Minimum Qualifications:**

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

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 2

JOB DESCRIPTION

Position Title: Program Coordinator

Date: January 1, 2018

Department: Senior Center

FLSA Status: Non-exempt/ hourly

Reports to: Program Director

Subordinates: Volunteer/paid instructors

**Primary Responsibilities:**

An employee in this position coordinates the activities of the Center's Senior program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. The incumbent performs duties under the direct supervision of the Program Director.

**Essential Functions:**

1. Program activities 85%
  - a. Plans and schedules all special interest, recreational and educational classes and activities, recruiting or arranging for volunteer instructors.
  - b. Plans and coordinates excursions and off-site activities.
  - c. Maintains registration, attendance, and instructor records and prepares reports.
  - d. Oversees publication of monthly activities newsletter and special flyers to announce and publicize these activities.
  - e. Assist with the writing, duplication, and distribution of materials needed for classes or activities.
  - f. Disperses pertinent information to Center's members.
  - g. Recruits and oversees volunteers for special projects.
  
2. Service Provision 10%
  - a. Listens to and discusses with seniors their problems, concerns and questions.
  - b. Provides information and/or makes referrals for appropriate services.
  - c. Recruits, assigns and oversees volunteers in planned activities.
  
3. Other duties: 5%
  - a. Performs other related duties as assigned.

**Working Conditions:**

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

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 3

JOB DESCRIPTION

Position Title: Program Assistant/IT/Driver

Date: August 14, 2018

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

**Primary Responsibilities:**

An employee in this position provides support to the Moilili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

**Essential Functions:**

1. Information Technology 60%
  - a. Manage the electronic database of the program clients.
  - b. Prepares reports on activities or services per client; to include case records, monthly statistical reports.
  - c. Create documents and spreadsheets based on program needs.
  - d. Assist clients with online and/or computer related tasks.
  
2. Outreach services. 25%
  - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
  - b. Assesses needs of clients (i.e. financial, food, medical attention, and support from family members, etc.) and provide direct services as appropriate or make referrals
  - c. Assists in the filling, filing, and follow-up of applications for individual clients.
  
3. Transportation Activities: 5%
  - a. Assists regular driver when vehicle is over capacity.
  - b. Substitute drives during vacation and sick leave periods of regular driver.
  - c. Assists with the arrangement of other transportation as needed.
  - d. Provides transportation services utilizing agency vehicle to transport senior groups to various venues to perform or participate in activities.
  - e. Provides transportation/escort when needed to assure the safety of the client in reaching destination.
  - f. Maintains vehicles as needed.



- f. Tuberculosis clearance
- g. Certifiable for Basic First Aid and CPR

**Preferred Qualifications.**

- a. Bachelor's Degree in a field of Human Services
- b. More than three years of experience working with the elderly in a care giving situation
- c. Bilingual (English/Japanese) preferred

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

Job Number: F 3

JOB DESCRIPTION

Position Title: Program Worker/Driver

Date: July 25, 2019

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

**Primary Responsibilities:**

An employee in this position provides support to the Moilili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older and provides transportation to the program's senior participants. This employee receives supervision from the Program Director.

**Essential Functions:**

1. Outreach services. 70%
  - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
  - b. Assists in providing transportation or escort services per individual client needs.
  - c. Assists in providing marketing or shopping services per individual client needs.
  - d. Prepares reports on activities or services per client; to include case records, monthly statistical reports.
  
1. Transportation Activities: 10%
  - a. Assists regular driver when vehicle is over capacity.
  - b. Substitute drives during vacation and sick leave periods of regular driver.
  - c. Assists with the arrangement of other transportation as needed.
  - d. Provides transportation services utilizing agency vehicle to transport senior groups to various venues to perform or participate in activities.
  - e. Provides transportation/escort when needed to assure the safety of the client in reaching destination.
  - f. Maintains vehicles as needed.
  
2. Other duties 20%
  - a. Performs other related duties as assigned.

## MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 4

### JOB DESCRIPTION

Position Title: Program Assistant

Date: January 19, 2018

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

#### Primary Responsibilities:

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

#### Essential Functions:

1. Program Activities: 70%
  - a. Assists Program Coordinator with the implementation of group and/or class activities as needed.
  - b. Assists in the planning and coordinating of activities, seminars, special events, and excursions.
  - c. Greets and assists visitors.
  - d. Registers new members for the Senior Center Program.
  - e. Provides information and referral services to seniors, family members, and others.
  - f. Refers people in need of assistance to appropriate staff or agencies.
  - g. Assists in the preparation and maintenance of statistical records of participants and the services provided by Moiliili Senior Center.
  
2. Outreach Services 20%
  - a. Follows up on information from individuals, agencies, or through personal observations to identify individual needs.
  - b. Assesses needs of clients (i.e. financial, food, medical attention, and support from family members, etc.) and provide direct services as appropriate or make referrals to the Senior helpline.
  - c. Assists in the filling, filing, and follow-up of applications for individual clients.
  - d. Prepares reports on activities or services per client; to include case records, monthly statistical reports.

MOILIILI COMMUNITY CENTER

MOILIILI COMMUNITY CENTER

Job Number: F 5

JOB DESCRIPTION

Position Title: Dining Program Worker I

Date: August 9, 2016

Department: Senior Center

FLSA Status: Non-exempt/hourly

Reports to: Program Director

Subordinates: None

**Primary Responsibilities:**

An employee in this position provides support to the Moiliili Community Center's Senior Program, a comprehensive program designed to meet the needs of individuals 60 years of age and older. This employee receives supervision from the Program Director.

**Essential Functions:**

1. Meal services. 95%
  - a. Assist in serving the program meals to Qualified Recipients within thirty (30) minutes after the Program Meals arrive.
  - b. Assist in facilitating the completion of the application process by elderly MCC members who participate in the MCC activities to include; recruiting, screening for eligibility, performing an intake interview, and submitting candidates' completed application packet to LMOW for approval.
  - c. Assist in completing and compiling the required reporting data to LMOW.
  - d. Assist in the discharge process for Qualified Recipients who will, voluntarily or involuntarily, no longer receive Program Meals.
  
2. Other duties 5%
  - a. Performs other related duties as assigned.

**Working Conditions:**

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

**Equipment Used:**

- a. Uses computer, telephone and fax machine and other equipment as appropriate.