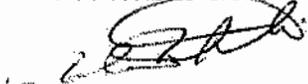


Application Submittal Checklist

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

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

AUTHORIZED SIGNATURE



PRINT NAME AND TITLE

NADINE NISHIOKA, EXECUTIVE DIRECTOR

DATE

01/06/25

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

Type of Grant Request:

- Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Moiliili Community Center

Amount of State Funds Requested: \$ 550,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Moiliili Community Center (MCC) is a private nonprofit organization with a legacy of over 120 years of serving the diverse needs of the Moiliili community and surrounding areas. Established in the late 1800s, MCC offers a range of programs to enhance individual, family, and community well-being. Our services include childcare and educational programs, cultural preservation through our Japanese Language School, and senior-focused initiatives like the Moiliili Senior Center and Kupuna Support Program, addressing physical, cognitive, and social needs.

This grant request of \$550,000 will sustain our essential programs by funding staff salaries, payroll taxes, and facility operating expenses. These resources will ensure MCC continues its mission of fostering a safe, inclusive, and vibrant community, providing support for children, families, and seniors to thrive amidst Hawaii's rising cost of living and wage increases. MCC is committed to inclusivity and accessibility, prioritizing underserved populations while preserving cultural heritage and promoting lifelong engagement.

Amount of Other Funds Available:

State: \$ 1,885,581

Federal: _____

County: \$ 849,273

Private/Other: \$ _____

Total amount of State Grants Received in the Past 5 Fiscal Years: \$2,374,854

Unrestricted Assets: \$ 369,753

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

Type of Business Entity:

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

Mailing Address:

2535 South King Street

City:

Honolulu

State:

HI

Zip:

96826

Contact Person for Matters Involving this Application

Name: Nadine Nishioka

Title: Executive Director

Email: Office@moililicc.org

Phone: (808) 955-1555



Nadine Nishioka, Executive Director

01/06/25

Authorized Signature

Name and Title

Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: MOILILI COMMUNITY CENTER

DBA/Trade Name: MOILILI COMMUNITY CENTER

Issue Date: 11/21/2024

Status: **Compliant**

Hawaii Tax#: 20270744-01
New Hawaii Tax#: GE-1133815808-01
FEIN/SSN#: XX-XXX3515
UI#: XXXXXX5092
DCCA FILE#: 3219

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

MOILILI COMMUNITY CENTER

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

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

Dated: November 21, 2024

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 42F103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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

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

Moiliili Community Center

(Typed Name of Individual or Organization)



01/06/25

(Signature)

(Date)

Nadine Nishioka

Executive Director

(Typed Name)

(Title)

Application for Grants

II. BACKGROUND AND SUMMARY

Moiliili Community Center (MCC) is a private non-profit organization dedicated to serving the residents of Moiliili and the surrounding communities. Established in the late 1800s as a Japanese language school in a private home, MCC has a rich history of community service. The current site was purchased in 1928, and in 1965, the organization officially became Moiliili Community Center. Since its inception, MCC has upheld its mission to provide support, services, and programs that enhance individual, family, and community life. MCC serves as a safe and welcoming space where community members can gather, participate in activities, and maintain healthy, active lifestyles.

MCC offers a variety of programs tailored to meet the needs of its diverse community. These include the Children and Families Program (CFP), Japanese Language School (JLS), Moiliili Senior Center Program (MSC), and Kupuna Support Program (KSP).

Services for Children

MCC addresses the needs of children, particularly those with working parents, by providing safe and structured environments for before- and after-school care, full-day holiday care, intersession programs, and summer activities. Studies show that after-school programs improve academic performance and reduce crime-related behaviors in school-age children. This has become increasingly critical following the COVID-19 pandemic, which significantly impacted academic learning and stunted children's social-emotional development. The CFP at MCC helps mitigate these challenges by fostering physical and mental stimulation as well as opportunities for socialization.

Preservation of Cultural Heritage

MCC traces its roots to the late 1800s when Kihachi Kashiwabara began offering small language classes in his home. Today, the Japanese Language School (JLS) continues to provide children in Moiliili and surrounding communities with the opportunity to learn Japanese and connect with their cultural heritage. With many local families having roots in Japan, the JLS plays a vital role in preserving and passing on Japanese culture.

Services for Older Adults

MCC also serves Hawaii's growing aging population. By 2030, it is estimated that 27% of Hawaii's population will be 60 years and older. This demographic faces unique challenges, including longer post-retirement periods, social isolation, and loneliness, which can lead to negative health outcomes and increased risks of institutionalization or hospitalization. These issues were exacerbated by the COVID-19 pandemic. Research shows that participation in physical activity, cognitive stimulation, and social engagement can mitigate these risks. Through the Moiliili Senior Center (MSC) and the Kupuna Support Program (KSP), MCC provides programs that help seniors maintain their physical, mental, and social well-being. These programs also offer much-needed respite for caregivers, alleviating the stress of daily caregiving responsibilities.

The MSC and KSP primarily serve individuals living in Census Tract I-37, covering areas from Hawaii Kai to Ward Avenue. Unlike high-cost senior living facilities that provide intensive care, MCC's programs offer affordable activities in a non-daycare setting, designed for newly retired individuals and families seeking ways to maintain an active lifestyle.

Commitment to Inclusivity and Accessibility

Each year, MCC's Board of Directors conducts an analysis of its programs to ensure that disproportionately impacted groups are prioritized. The organization identifies underserved populations and tailors its programs to bridge these gaps. By securing grants and contracts, MCC ensures that those in need are not turned away due to financial constraints.

Financial Need

MCC's facility and staff are essential to meeting the community's needs. However, the rising cost of living in Hawaii and recent minimum wage increases have created financial challenges. To continue providing adequate compensation for staff and sustaining its operations, MCC needs to raise approximately \$46,000 more per month. As a private non-profit organization, MCC does not have the flexibility of for-profit entities to generate additional income for wages.

To address these challenges, MCC is requesting \$550,000 in grant funding. This support will be used to cover salaries, payroll taxes, fringe benefits, facility expenses, utilities, repairs, and maintenance. This funding is critical to ensure MCC can continue to fulfill its mission and serve the Moiliili community effectively.

III. Service Summary and Outcomes

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

Children and Families Program

A. Scope of Work

The Children and Families Program (CFP) offers childcare programs designed to provide physical stimulation through outdoor play, academic assistance through study hall, and mental stimulation through arts and crafts or quiet time. These programs include after-school care, full-day holiday care, intersession care, and summer activities. CFP also gives parents peace of mind, knowing that their children are in a safe environment where they can play, learn, and socialize with their peers.

All childcare programs provide the following activities:

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

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

Arts and Crafts to reinforce creativity and mental activity.

The children that come to MCC for after-school care are encouraged to bring their own healthy snacks whenever possible.

The MCC after-school care runs from the first day of school to the last day of school. MCC after-school care from 2:30 pm — 5:30 pm on Mondays, Tuesday, Thursday, and Fridays. On Wednesdays, after-school care is from 1:30 pm — 5:30 pm. Intersession care is offered for spring, fall, winter, and summer breaks.

Childcare at MCC is provided by a program coordinator, a coordinator aid, 3-4 Japanese school teachers, and 3 recreation leaders. CFP continues to follow COVID-19 safety protocols to keep all staff, parents, and children safe. Staff are responsible for disinfecting surfaces and ensuring children are wearing masks and practicing hand washing per CDC guidelines.

B. Timeline

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

C. Quality Assurance and Evaluation

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

1. MCC recreation leaders oversee the creation and implementation of various outdoor activities, which will keep all students engaged and teach the importance of teamwork. All activities require approval from the coordinator before the children participate.
2. The program director will set up a meeting with parents to resolve any issues regarding staff or participants.
3. Written reports are done on individuals to ensure that the objectives are met.
4. Staff are evaluated using performance reviews, allowing team members to focus on the areas that need improvement to better serve our children and participants.
5. DHS visits for MCC after-school settings are conducted annually, to make sure staff are following and implementing the rules and regulations, and the total effectiveness of our programs.

D. Measures of Effectiveness

The effectiveness of the program is measured by the number of children served, feedback from children, and responses from parents. CFP estimates that it will serve between 60 and 140 unduplicated individuals at each childcare site. These individuals will have a safe environment in which to spend time while their parents are at work. The children will experience increased physical and mental stimulation and have more opportunities to socialize with their peers.

Japanese Language School

A. Scope of Work

MCC Japanese School (JLS) is a Japanese language school that provides a fun and engaging environment for elementary school students, from kindergarten through 5th grade, to learn Japanese. Teachers focus not only on reading, writing, listening, and speaking, but also on passing down Japanese culture. We offer children opportunities to learn about Japan through seasonal events and traditional cultural activities, such as ikebana and calligraphy. In the kindergarten class, children learn hiragana and numbers through songs and dance. As students advance to higher grades, they learn katakana, kanji, and conversational Japanese. In the upper grades, computer and calligraphy classes are also integrated into the curriculum. Throughout the year, various cultural events and activities are held, providing students with opportunities to experience Japanese culture and support their future development.

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

Japanese Language School and After-School Program

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

Japanese School ONLY

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

MCC JLS offers the following service activities for kindergarten through fifth-grade children:

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

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

Japanese courtesy and ways of thinking: MCC JLS teaches Japanese courtesy and unique ways of thinking, such as "Omotenashi" (Japanese hospitality), "Mottainai," and "Omoiyari" (sympathy and caring), in the classroom. JLS provides opportunities for children to learn about respect for others, taking care of things, caring for people and things, helping each other, and perseverance.

Responding to Parents: We conduct a "Parent-Teacher Conference" once a year and distribute progress reports at the end of the year.

The MCC JLS program is offered by three to four teachers and one coordinator. The program staff are responsible for facilitating and coordinating daily classes and seasonal events, monitoring children's attendance, and adhering to COVID-19 safety protocols (such as wearing masks, sanitizing desks, chairs, and communal areas, and ensuring that children's hands are thoroughly sanitized before entering class and that they maintain a reasonable distance). We also hold Christmas and end-of-year events, which are recorded on video for families and extended loved ones, to minimize the number of guests and ensure the safety of MCC participants.

B. Timeline

All service activities will continue throughout the year, with the completion of service objectives occurring at the end of the contract year. Outcome objectives will be assessed either at the completion of the service or on a semi-annual basis for classes.

C. Quality Assurance and Evaluation

The evaluation plan should demonstrate that support systems, such as coordination and communication, are in place to ensure the program is conducted effectively and remains viable. The details of the evaluation plan are listed below.

1. The teachers meet with the JLS coordinator once a month to discuss classroom issues, problems, and ideas for classes and events.
2. The coordinator has daily conversations with each teacher before and after class to check on the children's progress, the overall progress of the class, and to offer support when needed. The coordinator also spends a few minutes in each class daily and provides direct feedback to the teachers on any necessary improvements.
3. We take the opportunity to talk with the children and listen to their perspectives to improve our teaching.
4. We identify the essential aspects of daily operations and eliminate unnecessary tasks to improve work efficiency.

D. Measure of Effectiveness

The program's effectiveness is measured by the number of children served, feedback from children, and responses from parents. JLS estimates that 50 to 60 unduplicated individuals will participate in the classes. These individuals will gain a deeper understanding of the Japanese language and culture, which they can pass on to future generations.

Moiliili Senior Center Program A.

Scope of Work

The Moiliili Senior Center Program (MSC) provides older adults with opportunities to engage in productive and leisure activities, foster social interaction, access resources and information, and receive essential services. Many seniors are drawn to the program due to its proximity to their neighborhood—a welcoming space where they feel comfortable and can connect with others in their community. The program continuously adapts to meeting the diverse needs and interests of its participants by offering affordable classes, seminars, services, and events. In addition, the MSC extends its efforts to support frail and homebound elderly individuals, ensuring they remain connected and cared for.

MSC provides the following service activities:

MSC provides a variety of service activities to support the health, well-being, and engagement of older adults:

Exercise/Physical Fitness: Activities designed to improve strength, balance, flexibility, endurance, muscle tone, reflexes, cardiovascular health, and overall physical functioning. These exercises also aim to prevent falls and enhance mobility.

Recreation and Leisure: Socially engaging activities such as performing arts, games, and crafts that foster health, emotional well-being, and meaningful use of time through positive social interaction.

Education/Training: Sessions that empower older adults to acquire new knowledge and skills for vocational improvement, personal enrichment, and better coping strategies for life situations.

Assisted Transportation: This service provides transportation and assistance, including escorting individuals who face physical or cognitive difficulties in using standard vehicular transportation.

These services are delivered by a team of three full-time and two part-time staff members. Program staff are responsible for:

- Facilitating and coordinating program activities and special events.
- Tracking participant attendance.
- Setting up and breaking down classrooms and shared spaces.
- Ensuring the physical and emotional well-being of participants.
- Completing administrative reports.
- Maintaining COVID-19 safety protocols, including sanitizing shared spaces and surfaces.

A dedicated Program Worker/Driver offers one-on-one transportation services using a minivan, ensuring personalized support for participants. Ongoing classes are led by volunteers and are available both in-person and virtually. All services, classes, workshops, seminars, and special events are scheduled and detailed in the monthly newsletter.

Funding and Sustainability

The MSC Program receives financial support from the Elderly Affairs Division (EAD), City and County of Honolulu, Department of Community Services, which covers staff salaries and a portion of operational expenses. Additional funding is sourced from program income (participant contributions) and fundraising efforts. However, the agency must still absorb a significant portion of program costs to sustain its operations.

B. Timeline

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

C. Quality Assurance and Evaluation

The program's quality assurance and evaluation processes are designed to ensure high standards of service delivery, continuous improvement, and alignment with program goals and participant needs. Key components of the Quality Assurance and Evaluation framework include:

1. Annual General Meeting for Participant Feedback:

An annual general meeting will be conducted to gather input from seniors about program policies, activities, and potential improvements. Facilitated by the Senior Center Program's Advisory Committee, this meeting provides a safe environment for open and honest feedback without staff influence.

2. Regular Member Surveys:

Members will be surveyed periodically to collect insights into their preferences, satisfaction levels, and suggestions for future activities. Formal written surveys will be conducted semi-annually to measure progress against outcome metrics and identify areas for enhancement.

3. Activity and Event Evaluations:

Feedback will be obtained from participants after classes, activities, and special events to evaluate their effectiveness and value. Depending on the activity, evaluations may be informal (oral) or formal (written) to guide decisions about continuing or refining specific offerings.

4. Volunteer Input:

Volunteers will be periodically surveyed to assess their satisfaction with tasks performed and to explore additional opportunities for their involvement. This ensures positive volunteer experience and fosters continued engagement.

5. Ongoing Case Conferences and Client Feedback:

Program staff, including the Program Director, will conduct regular case conferences to monitor participant progress and ensure their needs are met. Informal conversations with clients will also provide insights into the quality of services delivered.

6. Data Analysis and Reporting:

Comprehensive statistical data will be collected and submitted to the Executive Office on Aging (EOA) as part of regular reporting. These reports will be reviewed and analyzed to ensure that objectives are being met and to identify opportunities for program improvement.

D. Measures of Effectiveness

The program's effectiveness will be evaluated based on the number of services provided and the individuals served in the following key areas:

1. Exercise/Physical Fitness:

- **Annual Goal:** Deliver **300** sessions of exercise and physical fitness activities (90 unduplicated individuals).
- **Outcomes:** Participants will experience increased energy, improved flexibility, and enhanced endurance. Additionally, at least 50% of participants will continue exercising for three months or more, demonstrating sustained improvement in physical functioning.

2. Recreation and Leisure:

- **Annual Goal:** Provide **950** sessions of recreation and leisure activities (90 unduplicated individuals).
- **Activities:** These include craft classes, workshops, games, music, dance, performances, and special events.
- **Outcomes:** Participants will maintain their social engagement and connectedness for a minimum of three months, benefiting cognitively and physically from meaningful social interactions.

3. Education/Training:

- **Annual Goal:** Conduct **125** education and training sessions, (30 unduplicated individuals).
- **Activities:** Educational workshops, resource seminars, and technology training sessions.
- **Outcomes:** Participants will expand their skills and knowledge, experience increased socialization, and enhance community involvement. Additionally, they will maintain or improve their cognitive functioning and independence for at least three months.

4. Assisted Transportation:

- **Annual Goal:** Provide **60** one-way assisted transportation trips, (10 unduplicated individuals).
- **Outcomes:** Participants will gain access to essential resources and activities that support their independence and community involvement.

By achieving these measures, the program ensures its services promote physical health, cognitive well-being, and social engagement, ultimately enhancing the quality of life for participants.

Kupuna Support Program A.

Scope of Work

The Kupuna Support Program (KSP) is a daily adult respite care program designed to provide physical, cognitive, and social stimulation for elderly participants, helping them maintain their current levels of functioning and delay the need for more advanced care. In addition to keeping participants actively engaged throughout the day, KSP offers essential relief to caregivers, reducing burnout and allowing them to attend to other responsibilities with peace of mind, knowing their loved ones are in a safe and supportive environment.

Service Activities Provided:

- **Physical Activity/Exercise:** Activities that improve flexibility, strength, mobility, and circulation.
- **Cognitive Activities:** Exercises aimed at enhancing memory, concentration, and comprehension.
- **Fine Motor Activities:** Tasks that engage muscles and help maintain functionality in hands, fingers, and wrists.

In addition to these activities, KSP participants receive a nutritious hot lunch and based on availability, transportation to and from the Center. Transportation is provided for participants residing within the boundaries of Ward Avenue to Kaimuki using MCC vehicles. This service is vital for working caregivers, allowing them to rely on MCC to transport their loved ones, eliminating the need to navigate transportation around their work schedules.

Staff and Responsibilities:

KSP services are delivered by a team that includes three full-time staff members, one part-time staff member, and two program workers employed through the Senior Community Service Employment Program under the Department of Labor and Industrial Relations.

Program staff are responsible for:

- Facilitating and coordinating daily program activities.
- Providing transportation to and from the Center.
- Ensuring the physical and emotional well-being of all participants.
- Completing administrative reports.
- Upholding COVID-19 safety protocols, including sanitizing shared spaces and surfaces.

Staff members also document observations of participants' physical and cognitive functioning and share these insights with their families and/or caregivers. This ongoing communication ensures participants receive appropriate and quality care tailored to their needs.

B. Timeline

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

C. Quality Assurance and Evaluation

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

1. Periodically survey the participants and caregivers for comments, opinions, and suggestions regarding the kinds of activities, and opportunities they enjoy or would like to see in the program. A formal written survey will be conducted semiannually and will show the program's progress in relation to outcome measurements.
2. Open communication between staff and caregivers to ensure participants are receiving quality care.

3. Accommodation will be made by the Program Director to resolve any issues regarding care or participants.
4. Statistics will be kept, and reports made and analyzed regularly to assure objectives are met.

D. Measures of Effectiveness

1. Annual Physical Activity/Exercise

700 sessions of physical activity/exercise will be provided to kupuna, (10 unduplicated).

2. Annual Cognitive Activities

900 sessions of cognitive activities will be provided (10 unduplicated individuals). These individuals will experience improvements or maintenance in their memory, concentration and understanding.

3. Annual Fine Motor Activities

400 sessions of fine motor activities will be provided (10 unduplicated individuals). These individuals will experience improvements or maintenance in the functioning of hands, fingers, and wrists.

IV. Financial

A. Budget

1. Budget for **FY2026** — Forms Attached.

B. Anticipated quarterly funding requests for the fiscal year 2026.

C. Other Funding Sources for FY2026: As noted in budget sheet delayed see attached.

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

Series No.	Notice Date	Tax Period	Amount
1	7/17/2023	6/30/2020	43,103.52
2	8/7/2023	9/30/2020	20,262.10
3	7/17/2023	12/31/2020	48,814.06
4	8/1/2022	3/31/2021	42,610.44
5	7/18/2022	6/30/2021	122,298.18
6	7/25/2022	9/30/2021	123,983.12
TOTAL			401,071.42

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

1.	CT-DCS-2500044	10/13/24 - 10/14/25	\$ 150,000
2.	OCS-GIA-24-02 (GIA FY25-24)	5/1/24 - 4/30/25	\$ 400,000
3.	OCS-GIA-23-22 (GIA FY24-23)	4/1/23 - 3/31/24	\$ 450,000
4.	MA-DCS-2400021	10/1/23 - 9/30/25	\$ 180,510
5.	CT-DCS-2400042	11/2/23 - 10/31/24	\$ 200,000
6.	MA-DCS-2000142	7/1/20 - 9/30/23	\$ 318,763
7.	2101HICSC6	10/1/21 - 3/31/23	\$ 388,452
8.	ASO Log No. 22-234	3/1/22 - 6/30/23	\$ 287,129
9.	CO-20320, RFP-F22040	7/1/22 - 6/30/24	\$ 360,000

F. Balance of unaudited unrestricted current assets as of November 30, 2024:
\$369,753.

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

V. **Experience and Capability**

A. **Necessary Skills and Experience**

Children and Families Program

The Children and Families Program (CFP) has been in operation since the 1960s. MCC is licensed by the State of Hawaii Department of Human Services Group Care Licensing Division for After-school Childcare. For over 55 years, the Center has offered childcare programs and various classes to children ranging from Japanese language and culture, computer, music, dance, tutorial and other various specialized classes in the community and DOE schools. Training is provided for staff as outlined by the Department of Human Services for all employees.

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

Japanese language School

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

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

Moiliili Senior Center Program

The Moiliili Senior Center Program (MSC) was established in 1971 with the support of public and private funding, in collaboration with the then-State Commission on Aging, Church of the Crossroads, and Moiliili Hongwanji Mission. The program was created in response to findings by two University of Hawaii graduate students, who identified a need for a dedicated space where older adults could congregate, socialize, and learn. MCC was designated as the agency to fulfill this need.

In 1998, MCC temporarily managed the Kapahulu Center, another senior center in the nearby area, when the state grant funding its operations was transferred from the University of Hawaii Manpower Training Program to MCC. However, in 1997, Kapahulu Center established its own private non-profit agency and became independent of MCC following a one-year transition period. This transition was necessitated by a 50% reduction in state funding due to an economic downturn, which left MCC unable to cover the rent and personnel costs needed to operate two sites at the desired level. As an independent entity, Kapahulu Center gained the ability to fundraise directly without reverting funds to the State or MCC.

For over 50 years, the MSC Program has provided vital services to seniors living in Census Tracts 01-37, covering the area from Ward Avenue to Hawaii Kai. Through its contract with the City and County of Honolulu Elderly Affairs Division, MSC offers:

- **Classes, Seminars, and Workshops:** Designed to engage seniors in lifelong learning and personal development.
- **Unique Events and Social Activities:** Opportunities for recreation and community connection.
- **Transportation and Assisted Transportation Services:** Enabling seniors to access essential services and activities.
- **Paraprofessional Counseling Services:** Providing emotional support and guidance.

- **Telephone Reassurance:** Regular check-ins to combat loneliness and promote wellbeing.
- **Volunteer Opportunities:** Allowing seniors to give back to the community and stay active.
- **Information and Referral Services:** Connecting participants to additional resources as needed.

All classes and groups are led by dedicated volunteers, ensuring a community-driven approach that reflects the program's mission to enhance the lives of older adults.

Kupuna Support Program

The Kupuna Support Program (KSP) was established in 2005 under the name "Senior Support Program" with funding from the City and County of Honolulu. In 2010, the program was renamed "Kupuna Support Program" (KSP). Initially operating out of a small classroom and serving approximately five seniors from the nearby community three days a week, the program has since expanded. KSP now operates in a larger classroom, providing services five days a week to 23 participants.

KSP staff are dedicated to the well-being of the kupuna, ensuring they are actively engaged in activities and providing assistance as needed. Staff members work collaboratively to supervise participants, meet their needs, and prioritize safety. To prevent falls, kupuna are escorted by staff when moving between rooms and to MCC transportation vehicles.

The program also benefits from volunteers through the Senior Community Service Employment Program (SCSEP), which provides part-time employment and training for seniors. SCSEP volunteers are carefully interviewed to ensure a good fit with the program. If selected, they receive on-the-job training to assist kupuna participants. Many SCSEP volunteers have prior experience working with older adults, and their continued participation is based on job performance.

During the COVID-19 pandemic, the safety and well-being of kupuna participants remained a top priority. KSP moved its class to the third-floor studio room to allow for adequate distancing between work and play areas. Participants were seated with individual materials (e.g., hand sanitizers, colored pencils) to minimize cross-contamination. Frequently touched surfaces were sanitized throughout the day, and masks were required for all staff and participants, except during meals and photo opportunities.

Facilities

MCC's campus consists of three buildings:

1. **Main Building:** A three-story structure with 18 rooms, including eight multipurpose classrooms.
2. **Harry & Jeanette Weinberg Building:** A two-story building housing the MCC Thrift Store on the first floor and a studio on the second floor.
3. **Old Studio:** The last remaining structure from the Moiliili Japanese school era, popular for dance and exercise classes.

Main Building:

- **First Floor:** Contains the largest multipurpose room, used by MSC and CFP, two classrooms, and administrative offices.

- **Second Floor:** Houses four classrooms used by senior participants in the mornings until 1:30 PM. After 2:30 PM, these classrooms are utilized by the Japanese Language School (JLS) and MCC after-school programs. MSC and CFP offices are also located here.
- **Third Floor:** Features a studio with wooden floors, mirrors, fans, and mats, used for activities such as tai chi, yoga, meditation, dance, and meetings.

The building is equipped with stairs on both ends and an elevator on the southwest side. All restrooms across the three floors are wheelchair accessible. The second and third-floor restrooms were renovated in 2009 with Community Development Block Grant (CDBG) funds to meet ADA compliance.

Harry & Jeanette Weinberg Building:

- **First Floor:** Home to MCC's Thrift Store, "Hidden Treasures."
- **Second Floor:** A studio with wooden floors used for dance, exercise, martial arts, and meetings.
- **Accessibility:** The building has an elevator, and first-floor restrooms are handicap accessible.

Old Studio:

The Old Studio serves as a venue for activities such as yoga, meditation, Zumba, tai chi, and senior exercise classes. It is wheelchair accessible via a ramp on the northeast side.

Parking:

There are three parking areas adjacent to the main building and the Thrift Store, with a total of 40 parking stalls, including five designated handicap stalls. Due to high usage, parking is limited. Many participants opt to walk, carpool, or use public transportation. MCC's location, near the intersection of University Avenue, South King Street, and South Beretania Street, is accessible via several bus routes.

KSP participants who qualify for MCC transportation are provided with pick-up from their residences, drop-off at MCC, and return service to their homes, ensuring accessibility for all participants.

VI. Personnel: Project Organization and Staffing

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

Job descriptions for all program positions are included in the attached documentation.

Children and Families Program & Japanese Language School:

The staffing structure includes the following:

- **Program Director:** Responsible for overseeing program operations, staff supervision, and ensuring alignment with program goals.
- **Administrative Assistant:** Provides administrative support, scheduling, record-keeping, and communication.

- **Program Coordinator:** Manages daily activities, coordinates schedules, and ensures program delivery.
- **Program Coordinator Aides:** Assist with program implementation, participant engagement, and logistical support.
- **Recreational Leaders:** Facilitate recreational and educational **activities to engage** participants effectively.
- **Adult Volunteers:** Support various program functions, enhancing service delivery.
- **On-Call Substitutes and Instructors:** Available as needed to ensure continuity of services during staff absences or for specialized activities.

All staff and volunteers are trained to uphold program standards and ensure a safe, inclusive, and engaging environment for participants. Supervision is provided by the Program Director, with regular evaluations to maintain high-quality service delivery.

CFP STAFF QUALIFICATIONS:

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

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

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

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

working with children in a supervised setting. This position receives general supervision from the Program Coordinator and Site Coordinator.

The Instructor/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 time of each lesson. This position provides general supervision for children, the ability to communicate effectively and to motivate children constructively.

Senior Center Program

At present, there are five staff members under the MSC Program. These include a Program Director, Program Coordinator, Program Assistant, Program Assistant/ Driver, and Program Worker. Based on position counts, this comes to a ratio of 1 paid staff to approximately 425 clients per month. These positions are primarily paid for through a contract with the City and County of Honolulu, Department of Community Services, and Elderly Affairs Division.

MSC STAFF QUALIFICATION:

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

The **Program Coordinator** does the basic planning of classes, seminars, and activities, works with the volunteer instructors and group leaders, and coordinates the monthly newsletter. These activities are utilized by approximately 425 individuals monthly. Along with our "team" approach, the Program Coordinator assists individuals monthly with other services, such as requests for transportation, or just listening to seniors and or lending a helpful hand. This position is directly supervised by the Program Director. Qualification requirements are a master's degree in the field of human Services or a bachelor's degree with four (4) years of related work experience or a High School diploma along with four (4) years' experience in a similar capacity.

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

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

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

Kupuna Support Program

Staffing Overview

The Kupuna Support Program (KSP) employs four dedicated staff members:

- **Program Director**
- **Program Coordinator**
- **Program Assistant**
- **Driver**

Additionally, KSP benefits from volunteers through the Senior Community Service Employment Program (SCSEP).

KSP Staff Qualifications

Program Director:

The Program Director provides overall supervision, maintains communication channels, and resolves challenging situations. This role also includes handling basic information and referral inquiries, identifying community needs, developing programs, and preparing monthly, quarterly, and annual reports, as well as grants and contracts. The Program Director assists with short-term emergency services and receives general supervision from the Executive Director.

- **Qualifications:** A master's degree in Human Services, Communication, Research, Social Sciences, or a related field, or a bachelor's degree with three (3) years of relevant work experience.

Program Coordinator:

The Program Coordinator prepares and implements activities, accommodating up to 14 participants daily, Monday through Friday. This role ensures participant safety and well-being while managing day-to-day operations. The position is directly supervised by the Program Director.

- **Qualifications:** A bachelor's degree in Human Services or a related field with one (1) year of relevant work experience, or a two-year certification in a related field and three (3) years of paid experience working with the elderly population.

Program Assistant:

The Program Assistant supports the planning and coordination of participant activities while ensuring their safety and well-being. This position is directly supervised by the Program Director.

- **Qualifications:** A high school diploma is required, with preference for at least one (1) year of experience working with older adults.

Driver:

The Driver provides transportation services for participants living between Ward Avenue and Kaimuki. This role requires ensuring the safety of participants during transport. The position is directly supervised by the Program Director.

- **Qualifications:** A high-school diploma, a valid driver's license, medical clearance in compliance with City and State subsidized programs, and training to work with older adults.
-

General Staff Support

All program staff are supported by MCC's administrative team, including the Executive Director, Accountant and fiscal staff, clerical staff, receptionist, parking attendants, and maintenance personnel. These support services are essential to the program's operations.

All staff members adhere to MCC's personnel policies, which include CPR/AED and First Aid certification requirements. Volunteers working with proprietary information receive training during orientation and are issued photo IDs. MCC conducts background checks through eCrim for all potential volunteers.

Supervision and Training

The Executive Director supervises all Program Directors, who oversee their respective programs and staff. Program Directors are responsible for training and developing their teams and ensuring all necessary certifications are maintained.

C. Organization Chart

(Organization chart attached)

D. Compensation

Annual salaries for MCC's three highest-paid employees are as follows:

- **Executive Director**
 - **Accountant**
 - **Office Manager**
-

VII. Other

A. Litigation

Moilili Community Center is not involved in any pending litigation and has no outstanding judgments.

B. Licensure or Accreditation

Not applicable.

C. Private Educational Institutions

Not applicable.

D. Future Sustainability Plan

Sustainability Plan Post-Fiscal Year 2025-2026 (Grant Received):

MCC has been in operation for over 120 years, demonstrating a commitment to sustainability. With the requested grant, MCC will maintain the reported staffing levels, comply with mandated minimum wage increases, and continue providing existing programs for MSC, CFP, KSP, and .11,S.

Sustainability Plan Post-Fiscal Year 2025-2026:

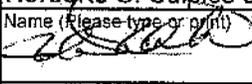
In addition to City and State grant funding, MCC will diversify its funding sources. Strategies include:

- Revenue from the **Hidden Treasures Thrift Store** selling donated items.
- Facility usage fees from various organizations.
- Fundraising efforts such as rummage sales, craft fairs, and an annual donor dinner to subsidize MSC programs.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Moiliili Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	446,250			
2. Payroll Taxes & Assessments	34,138			
3. Fringe Benefits - Medical insurance prem	69,612			
TOTAL PERSONNEL COST	550,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment/Repairs & Maint.				
4. Postage				
5. Conference/Convention/Meeting				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Occupancy				
10. Professional Fees				
11. Printing				
12. Transportation/Travel				
13. Other Expenses				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	550,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	550,000	Norberto S. Sulpico Jr.		808-955-1555
(b) Total Federal Funds Requested		 <small>Name (Please type or print)</small>		<small>Phone</small> 01/06/25
(c) Total County Funds Requested		<small>Signature of Authorized Official</small> Nadine N. Nishioka, Executive Director		<small>Date</small>
(d) Total Private/Other Funds Requested				
TOTAL BUDGET	550,000	<small>Name and Title (Please type or print)</small> Nadine N. Nishioka, Executive Director		

Applicant/Provider: Moillili Community Center

RFP No.: _____ Period: 7/1/2025 to 6/30/2026

Date Prepared: 12/16/2024

Contract No.: 2026 GIA FUND
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Payroll taxes & Social Security	As requin 446,250.00	7.65%	34,138
Unemployment Insurance (State)	As required by law	As required by law	
Worker's Compensation	As required by law	As required by law	
Temporary Disability Insurance	As required by law	As required by law	
SUBTOTAL:			34,138
FRINGE BENEFITS:			
Health Insurance	\$ 61,100.00	100.00%	\$ 61,100
Retirement	8,512.00	100.00%	\$ 8,512
SUBTOTAL:			\$ 69,612
TOTAL:			\$ 103,750

JUSTIFICATION/COMMENTS:

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

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Moiliili Community Center

Contracts Total:

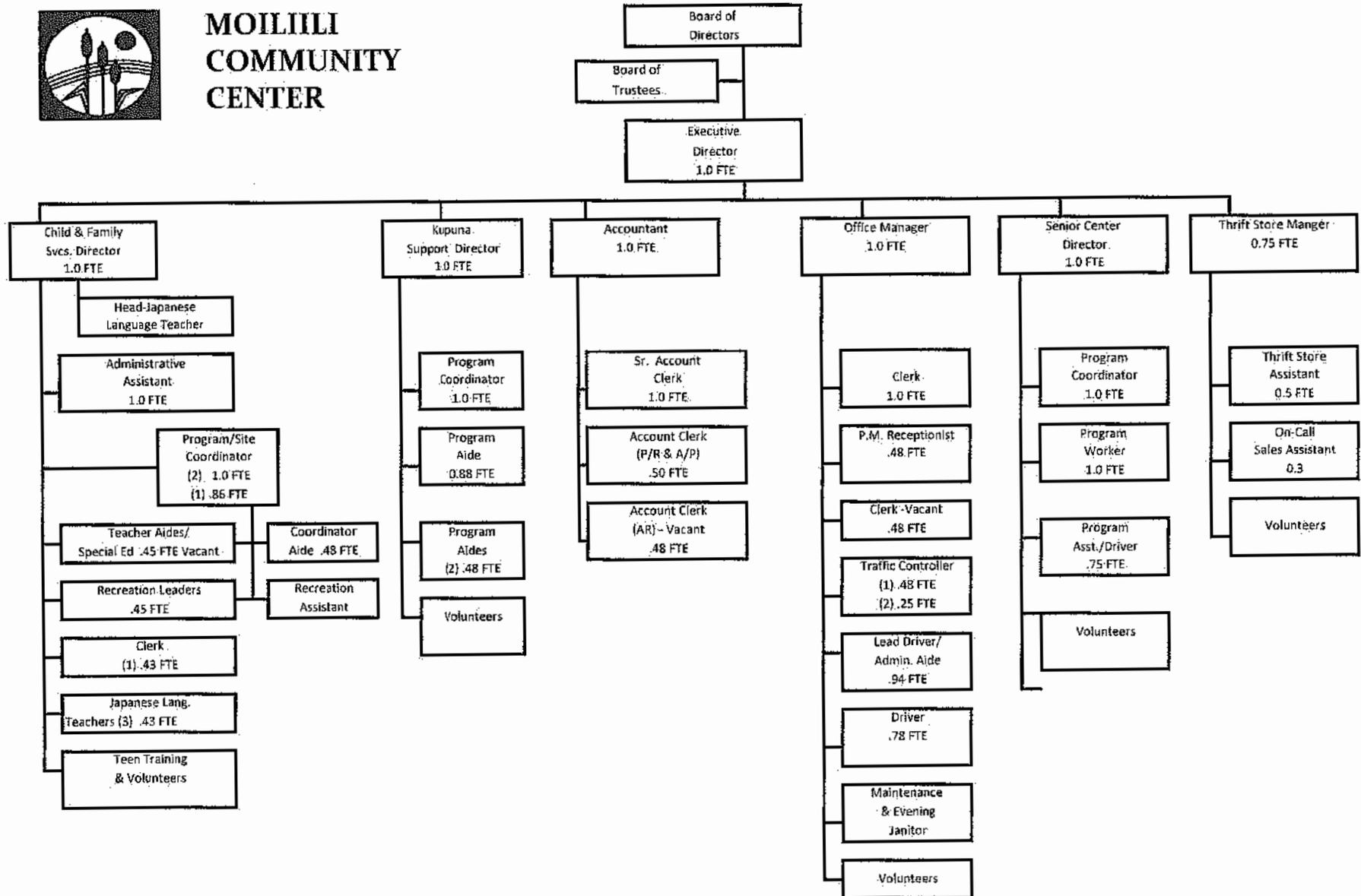
2,734,854

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	CT-DCS-2500044	10/13/24 - 10/14/25	City and County	Honolulu	\$150,000
2	OCS-GIA-24-02 (GIA FY25-24)	05/1/24 - 04/30/25	OCS Act 164 (SLH 2023)	State	\$400,000
3	OCS-GIA-23-22 (GIA FY24-23)	4/1/23 - 3/31/24	OCS Act 164 (SLH 2022)		\$450,000
4	MA-DCS-2400021	10/1/23 - 09/30/25	City and County	Honolulu	\$180,510
5	CT-DCS-2400042	11/2/23 - 10/31/24	City and County	Honolulu	\$200,000
6	MA-DCS-2000142	7/1/20 - 09/30/23	Elderly Affairs Div.	Honolulu	\$318,763
7	2101HICSC6	10/1/21 - 03/31/23	Dept. of Human Serv.	State	\$388,452
8	ASO Log No. 22-234	03/1/22 - 06/30/23	Exec. Ofc. on Aging	State	\$287,129
9	CO-20320, RFP-F22040	7/1/22 - 06/30/24	Dept. of Education	State	\$360,000



MOILIILI COMMUNITY CENTER

ORGANIZATIONAL CHART



MOILILI COMMUNITY CENTER Job Number:

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 After school program, childcare, family support, leadership building and Japanese language and culture instruction for children. The incumbent exercises widely latitude in day-to-day decision-making and receives general supervision from the Executive Director. Throughout the year, it 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 expenditure.
- 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:

Employees work 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 directions 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; implements various aspects of education program goals, functions and activities; organizes 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: D3

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 it 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. Direct and supervise 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. Attend general staff meetings, out-service training and workshops
- d. Performs other related duties as assigned.

Working Condition:

Employees work in an air-conditioned office setting and outdoors under varied 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 driver's 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. Prioritize 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.

MOILIMI COMMUNITY CENTER Job Number: D 2

JOB DESCRIPTION

Position Title: Program Coordinator

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 receiving general supervision and direction from the Program Director and/or Administrative Assistant. Throughout the year it 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 the 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:

Employees work indoors in an air-conditioned office setting, in a classroom or school setting and working 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. Prioritize 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: 13 S

JOB DESCRIPTION

Position Title: Program Coordinator Aide

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 nights and weekends throughout the year. 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; replenish 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 volunteers, ensuring compliance with agency policy and State regulations.
- b. Evaluates personnel performance, determines training needs.
- c. Assists in-service training sessions, workshops and meetings.

3. Other Duties:

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

Working Conditions:

Employees work 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 driver's 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. Prioritize work assignments with potentially conflicting deadlines.
- b. Provides general supervision of children and services staff with multiple 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; speaking and dealing 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 Program Coordinator Aid. Throughout the year, it will require some nights and weekends.

Essential Functions:

1. Assists the Coordinator and Program Coordinator Aide conducting activities for groups.
 - a. Supervises students during designated activities to ensure orderly, proper and safe behavior.
 - b. Assist 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. Contact parents as directed by the Coordinator or Program Coordinator Aide.
 - b. Maintains a safe and secure environment.
4. Assists the Coordinator and Program Coordinator Aid 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 and 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:

Employees work 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 childcare.

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. Prioritize work assignments with potentially conflicting deadlines.

b. Works as part of a team with multiple and potentially conflicting priorities.

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's 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 can participate in recreational and physical fitness activities consistent with the after-school program.

MOILILI COMMUNITY CENTER

MOILILI COMMUNITY CENTER

JOB DESCRIPTION

Position Title: Senior & Kupuna Program Director

Department: Senior Center & Kupuna Support

Reports to: Executive Director **Subordinates:** Senior Center workers

Primary Responsibilities:

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

Essential Functions:

I. Program Development

30%

- a. Identifies problems and needs of seniors, develops appropriate programs 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, needs assessment and reviews current literature on subjects related to aging.

2. Management and Supervision

30%

Develops program budget, exercises control of expenditures.
Recruits and interviews applicants for staff positions.
Maintains a system of communication and information sharing through supervisory meetings and written memoranda.
Supervise staff and volunteers.
Establishes and conducts appropriate training for staff and volunteers.
Assure staff and agency compliance with government grant regulations and agency policies and regulations.
Maintains equipment inventory control
Works with Senior Advisory Committee in program planning, program policies, and issues that affect program funding and community relations.

3. Marketing and Community Relations

25%

- a. Directs and approves the development and distribution of program flyers, newsletter and other program information.
- b. Develop resources and maintain liaison with other similar public and private agencies.

- c. Represents the Senior Center program at meetings, conferences, and workshops dealing with aging by providing information on senior services and activities.
- d. Provides opportunities for meaningful volunteerism, recruits volunteers.

4. Other Duties:

15%

- a. Participate in in-service training sessions and staff meetings.
- b. Perform other related tasks as assigned or as necessary.

Working Conditions:

Employees work indoors in an air-conditioned office setting and outdoors in varying weather conditions.

Equipment Used:

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

Work Hours:

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

Physical, Mental and Communication Demands:

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

Skills/Knowledge:

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

Minimum Qualifications:

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

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