

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

Nadine Nishioka, Executive Dir.
PRINT NAME AND TITLE

1/21/2026
DATE



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: MOILILI COMMUNITY CENTER

DBA/Trade Name: MOILILI COMMUNITY CENTER

Issue Date: 01/07/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#: [REDACTED]

FEIN/SSN#: [REDACTED]

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

MOILIILI 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 07, 2026

Director of Commerce and Consumer Affairs





FOOD ESTABLISHMENT PERMIT

MOILILI COMMUNITY CENTER

OWNER NAME: MOILILI COMMUNITY CENTER
LOCATION ADDRESS: 2535 S King St Honolulu, HI 96826-3101
ESTABLISHMENT TYPE: Service Area No Food Preparation

PERMIT NUMBER: 004468
PERMIT EXPIRATION: 12/04/2026

The above entity is hereby permitted to operate, subject to Chapter 11-50. This permit is the property of the Department of Health and is valid unless revoked for cause. No establishment may operate without a valid permit. This permit is non-transferable and must be posted as to be visible to the public.

Peter Oshtino

 For Director of Health

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
 BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION
MOILIILI COMMUNITY CENTER

is hereby granted a

Certificate of Approval

013368

to operate a BAS - Program for School Aged Children at
 2535 S KING ST HONOLULU, HI 96826
 for children not to exceed 140 in number. Said children shall be over 4 years 8 months of age and under 14 years of age. This certificate is issued in accordance with Section 346-161, Hawaii Revised Statutes, 1985, for the period beginning July 24, 2025, and ending May 31, 2026, unless sooner revoked for cause.



RYAN I. YAMANE

Director, Department of Human Services

Administrator

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

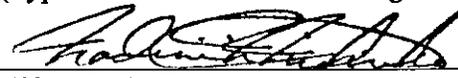
The undersigned authorized representative of the applicant certifies the following:

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

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

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

Moillili Community Center
(Typed Name of Individual or Organization)


(Signature)

1/14/2026
(Date)

Nadine Nishioka
(Typed Name)

Executive Director
(Title)

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

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 grant funds for public 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: \$ 1,866,264

Federal: \$ _____

County: \$ 1,013,760

Private/Other: \$ _____

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

\$ 2,880,024

Unrestricted Assets:

\$ 165,000

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: State: Zip:
Honolulu HI 96826

Contact Person for Matters Involving this Application

Name:
Nadine Nishioka

Title:
Executive Director

Email:
Office@moililicc.org

Phone:
(808) 955-1555


Authorized Signature

Nadine Nishioka, Exec. Dir.
Name and Title

1/21/2026
Date Signed

Application for Grants

II. BACKGROUND AND SUMMARY *(brief description of applicant's background)*

Mō'ili'ili Community Center (MCC) is a private, nonprofit organization that has served the Mō'ili'ili community and surrounding areas since 1965. MCC is dedicated to enhancing quality of life by providing a safe, welcoming space where residents can gather, connect, and participate in activities and programs that support healthy and active lifestyles.

MCC delivers services through three core programs: the Children and Families Program (CFP), the Mō'ili'ili Senior Center Program (MSC), and the Kūpuna Support Program (KSP).

(The goals and objectives related to the request; public purpose and need to be served; target population served and geographic coverage)

Services for Children

MCC's **CFP services families** in need within the community. Children with working parents need safe environments to spend time before school, after school and during school breaks. Studies show that before and after-school programs that provide safe and structured spaces for school-age children improve academic performance and reduce crime-related behavioral problems. After the COVID-19 pandemic, academic learning for children significantly decreased to the point that many children had to repeat a grade. The lack of in-person interaction also stunted children's social emotional growth. CFP addresses these issues by providing before and after school programs and full-day intersession and fun summer programs. CFP's childcare gives children physical and mental stimulation and opportunities for socialization. The CFP primarily services children from the following schools: **Kahala, Wilson, Hokulani, and UH Lab.**

Preservation of Cultural Heritage

MCC traces its roots back to the late 1800s when Kihachi Kashiwabara began offering small classes in his home. Today our After-School Program continues to provide children in Moiliili and surrounding communities with opportunities for growth through learning and a variety of activities. With many local families having roots in the community, CFP plays an important role in supporting the learning and development of children in the community.

Services for Older Adults

MCC's **KSP and MSC** program services the **Moiliili and surrounding areas' aging population, 60 years and older.** The programs combat social isolation, loneliness, fall risk and risk of skipping meals. Negative health outcomes related to loneliness and social isolation can often be reduced by participation in the programs' physical and cognitive activities and social engagement. Seniors can maintain their current level of functioning and improve quality of life by attending these programs. Additionally, the programs provide caregivers respite from taking care of their loved ones, relieving stress from their daily life. KSP and MSC primarily service those living in **Census Tract 1-37, the areas from Hawaii Kai to Ward Avenue.** Unlike the many high-cost senior living facilities in the area that offer higher levels of care, these programs provide less costly activities in a non-daycare setting for newly retired individuals and families who are seeking ways to maintain their once active seniors.

Commitment to Inclusivity and Accessibility

Each year, the MCC 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 additionally 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 request \$550,000. 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.

III. Service Summary and Outcomes

MCC's mission statement is to enrich the lives of our Moiliili Community by providing the residents and surrounding communities with the support, services and programs to enhance individuals, families and community life. MCC provides programs for children to seniors which include: the Children and Families Program (CFP), the Moiliili Senior Center Program (MSC), and the Kupuna Support Program (KSP). **Below are the proposed services for each program:**

Children and Families Program (CFP) – Service Overview

A. Scope of Work

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

- **Physical Activities:** Keep children active and teach teamwork through games.
- **Study Hall:** Allow children to complete homework before going home or attending sports.
- **Arts and Crafts:** Reinforce creativity and mental activity.

MCC After-school care is from 2:30 p.m. to 5:30 p.m., Monday through Friday, with the exception of Wednesdays which runs from 1:30 p.m. to 5:30 p.m. Intersession care is offered for Spring, Fall, Winter and Summer breaks.

Childcare is provided by a program coordinator, a coordinator aid, 3 to 4 teachers and 3 recreational leaders. CFP follows COVID-19 safety protocols. Mask mandate has been relaxed, although children and family are instructed to practice CDC guidelines and precautions by wearing a mask should they have traveled or associate with those who have traveled. Families are also requested to stay home if they are experiencing symptoms of illness.

B. Timeline

All services activities are ongoing throughout the year. Completing the services objectives will be at the end of the contract year. Outcome objectives will be obtained at completion of service for classes and intersessions.

C. Quality Assurance and Evaluation

The evaluation plan demonstrates that support systems, such as coordination and communication, are in place to conduct the program effectively and ensure its viability.

1. MCC recreation leaders oversee the creation and implementation of outdoor activities, keeping children engaged, and teaching teamwork. All activities require coordinator approval.
2. Parent evaluations are done towards the end of the school year. Surveys are submitted anonymously, so parents are encouraged to voice any concerns, ideas, or comments on how the program can be improved. Parents are also encouraged to comment on aspects of the program that they find beneficial to their children and procedures they find our staff is implementing well as well as areas they would like improved.
3. The program director will set up a meeting with parents to resolve any issues regarding staff or participants. Written reports are done on individual staff to ensure that objectives are met.

4. Staff are evaluated via performance reviews to identify areas for improvement.
5. Annual DHS visits ensure facility and staff follow rules and regulations for health and safety. DHS issues Certificate that is good for two years at a time. DHS and DOH inspect MCC facility annually. DHS Certificate of Approval and DOH Food Establishment Permit included in this GIA application, following this narrative.

D. Measures of Effectiveness

The program's effectiveness is measured by

- the number of students served
- Student and parents' feedback
- CFP responses to parents.

CFP estimates that it will serve **60 to 80** unduplicated children. These children will have a safe environment to spend time in while their parents are at work. The children will have increased physical and mental stimulation and have more opportunities to socialize with their peers.

Moiliili Senior Center Program (MSC)

A. Scope of Work

MSC aims to provide a place where older adults can participate in productive and leisure activities, have social interaction, find resources and information, and obtain needed services. The program continually balances various levels of senior needs and interest with affordable classes, seminars, services, and events.

MSC provides the following service activities:

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

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

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

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

These services activities are provided by three full-time and two part-time staff members. Program staff is responsible for facilitating and or coordinating program activities and special events, keeping track of participant attendance, setting up and breaking down classroom and shared spaces, ensuring the physical and emotional well-being of all participants, completing administrative reports and upholding COVID-19 safety protocols, per state and federal guidelines. The Program Worker/Driver is responsible for providing one-to-one service using a minivan. Ongoing classes are led by volunteers and are being held in person and virtually. All services, classes, workshops, seminars and special events are scheduled on weekdays and run monthly throughout the year, closed on State holidays.

B. Timeline

All services 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 Quality Assurance and evaluation framework include:

The evaluation plan is listed below:

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. **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.
3. **Semi-Annual Survey** will be conducted semi-annually to measure progress against outcome metrics and identify areas for enhancement for that year wherever possible, and into the following calendar.
4. **Volunteer Input:** Volunteers will be surveyed quarterly to assess their satisfaction with tasks performed and to explore additional opportunities for their involvement. This ensures positive volunteer experience and fosters continued engagement.
6. **Ongoing Case conferences and Client Feedback:** Program staff, including the Program Director, will conduct regular case conferences to monitor participants' progress and ensure their needs are met. Informal conversations with clients and their caretakers will also provide insights into the quality of services delivered.
7. **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 met and to identify opportunities for program improvement.

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

1. **Exercise/Physical Fitness:**
 - **Goal:** Deliver **1,165** sessions of exercise and physical fitness activities
 - **Outcomes:** Participants will experience classes that focus on increasing energy, improved flexibility, and enhanced endurance.
2. **Recreation and Leisure:**
 - **Goal:** Provide **2,600** sessions of recreation and leisure activities
 - **Activities:** These include craft classes, workshops, games, music, dance, performances, and special events.
 - **Outcomes:** Participants will maintain their social engagement and connectedness
3. **Education/Training:**

Applicant: Moilili Community Center

- **Goal:** Conduct **450** sessions of educational nature, i.e. technology, MCC history and culture class, Soroban, brain-training and senior mental health meditation sessions.
- **Activities:** Educational class sessions, workshops, and resource seminars.
- **Outcomes:** Participants will have opportunities to expand their skills and knowledge, experience increased socialization, and enhance community involvement. Additionally, they will have the opportunity to maintain and, in some cases, improve their cognitive functioning and independence

4. Assisted Transportation:

- **Goal:** Provide **36** one-way assisted transportation trips
- **Outcomes:** Participants will gain access to essential resources and activities that support their independence and community involvement.

By achieving these measures **annually**, 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.

KSP 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 transportation to and from the Center for those residing within the Ward Avenue to Kaimukī service area, using MCC vehicles. This transportation service is vital for working family caregivers, as it allows them to rely on MCC to safely transport their loved ones without having to coordinate transportation around their work schedules.

Staff and Responsibilities:

KSP services are delivered by a team that includes five full-time staff members, two part-time staff members.

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.

A. Timeline

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

C. Quality Assurance and Evaluation

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

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

D. Measures of Effectiveness**1. Physical Activity/Exercise**

144 sessions of physical activity/exercise will be provided annually. The participants will have an opportunity to possibly experience improvement in their mobility, circulation and strength and or maintain current base functions.

2. Cognitive activities

144 sessions of cognitive activities will be provided annually. These individuals will have an opportunity to possibly experience improvements or maintenance in their memory, concentration, and understanding.

3. Fine motor activities

144 sessions of fine motor activities will be provided annually. These individuals will have an opportunity to possibly experience potential improvements or maintenance in the functioning of hands, fingers, and wrists.

IV. Financial**Budget****1. The following Budget FY2026-2027 forms a. and b. are attached:**

- a. Budget request by source of funds
- b. Personnel salaries and wages
- c. **Equipment and motor vehicles listed below:**

LICENSE #	MAKE	MODEL	YEAR
ZMD 500; ex- PXJ 757	CHEVY EXPRESS	PVAN	2008
SNJ 764	FORD TRANSIT	VAN	2015
SVY 521	CHEVY	BUS	2016
ZMU 118; ex - SYS 040	TOYOTA SIENNA	VAN	2016
WBZ 832	FORD - COLLINS	Mimi BUS	2023

ZMU 119; ex - WBZ 833	FORD TRANSIT	VAN	2023
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d. Capital project details: Not Applicable

e. **Government contracts, grants and grants in aid:**

- CO-20320	7/22-6/23	\$360,000
- ASO Log No. 22-234	3/22 - 6/23	\$287,129
- 2101HICSC6	10/21-8/23	\$369,135
- MA-DCS-2000142	7/20 - 9/23	\$318,763
- CT-DCS-2400042	11/23-10/24	\$200,000
- MA-DCS-2400021	10/23-9/24	\$114,999
- MA-DCS-2400021	10/24-9/25	\$114,999
- GIA-MCC2025A	7/24-6/25	\$200,000
- OCS-GIA-32-22	4/23-3/24	\$450,000
- OCS-GIA-24-02	5/24-7/25	\$400,000
- CT-DCS-2500044	10/24-9/25	\$150,000
- MA-DCS-2400021	10/25-9/26	\$114,999
-		

2. **Anticipated quarterly funding requests for the fiscal year 2027:**

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

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027:

- Pending State award	\$375,000
- Pending City OCS	\$150,000
- Potential City EAD	\$114,999

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

State and Federal Tax Credits (past three years: \$401,071.42)

5. The applicant shall provide a **listing of all federal, state and county government contracts, grants and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding:**

- CO-20320	7/22-6/23	\$360,000
- ASO Log No. 22-234	3/22 - 6/23	\$287,129
- 2101HICSC6	10/21-8/23	\$369,135
- MA-DCS-2000142	7/20 - 9/23	\$318,763
- CT-DCS-2400042	11/23-10/24	\$200,000
- MA-DCS-2400021	10/23-9/24	\$114,999
- MA-DCS-2400021	10/24-9/25	\$114,999
- GIA-MCC2025A	7/24-6/25	\$200,000
- OCS-GIA-23-22	4/23-3/24	\$450,000
- OCS-GIA-24-02	5/24-7/25	\$200,000
- CT-DCS-2500044	10/24-9/25	\$150,000
- MA-DCS-2400021	10/25-9/26	\$114,999
- CO-20320	7/22-6/23	\$360,000
- Pending State GIA		\$375,000
- Pending City OCS		\$150,000

6. The applicant shall provide **the balance of its unrestricted current assets as of December 31, 2025.** Unaudited unrestricted current assets as of December 31, 2025 is **\$165,000.**

V. Experience and Capability

1. Necessary Skills and Experience

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 culture, computer, music, dance, tutorial and other various specialized classes in the community and public 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 of homework, enrichment activities, character development, free play, coordination, and physical development.

V. Experience and Capability Continued

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 well-being.
- **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.

V. Experience and Capability Continued

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 on weekdays to 15 participants.

KSP staff are dedicated to the well-being of the kupuna, ensuring they are actively engaged in activities and aiding 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. Today, the KSP classroom remains on the third floor.

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 store tenant, named Pitacus, who is on the first floor and a studio on the second floor, where senior classes are conducted.
3. **Old Studio:** The last remaining structure from the Moiliili Japanese school era, is now used for dance, Karate, exercise, meditation classes and art events.

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 After-school program, CFP. MSC and CFP offices are also located here. Epic Tutoring Services (MCC tenant) occupies two rooms on 2nd floor as well.
- **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:** Pitacus, (MCC tenant)
- **Second Floor:** A studio with wooden floors used for dance, exercise, martial arts, meditation, 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, Parkour for Seniors, Karate, Tai Chi, Traditional Japanese Dance and occasional art exhibits. It is wheelchair accessible via a ramp on the northeast side.

Parking:

There are three parking areas adjacent to the main building and Weinburg and Studio, 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:

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, including 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 include 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.

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 250 – 300 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 250 -300 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 the following:

- **Program Director**, full-time
- **Program Coordinator**, full-time
- **Program Assistants**, two full-time
- **Program Aide**, full-time
- **Drivers**, two part-time

Additionally, KSP has benefited from volunteer workers through the Senior Community Service Employment Program (SCSEP). KSP is currently on a **waitlist** for potential SCSEP, DLIR applicants for training and potential employment after their SCSEP program participation with MCC as a host agent.

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 16 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 JLS.

Sustainability Plan Post-Fiscal Year 2025-2026:

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

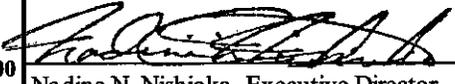
- Facility usage fees from various organizations.
- Fundraising efforts such as rummage sales, craft fairs, and an annual donor dinner to subsidize MSC programs.

Applicant: Moiliili Community Center

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026, to June 30, 2027

Applicant: Moiliili Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c,i)	Total Private/Other Funds
A. PERSONNEL COST				
1. Salaries	446,250			
2. Payroll Taxes & Assessments	34,138			
3. Fringe Benefits (Medical & retirement)	69,612			
TOTAL PERSONNEL COST	550,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
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			
(b) Total Federal Funds Requested				
(d) Total Private/Other Funds Requested				
TOTAL BUDGET	550,000	Name (Please type or print) (808) 955-1555 Signature of Authorized Official Date  1/21/2026 Nadine N. Nishioka, Executive Director		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant/Provider: Moiliili Community Center

Date Prepared: January 15, 2026

Period: 7/1/2025 to 6/30/2026

RFP No. GIA FY27

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	Executive Director	1	125,000	75.00%	92,250
2	Accountant	1	80,000	100.00%	85,000
3	Office Manager	1	67,500	100.00%	67,500
4	MSC & Kupuna Support Program Director	1	50,000	100.00%	55,000
5	MSC Coordinator	1	55,000	100.00%	50,000
6	KSP Coordinator	1	45,000	100.00%	45,000
7	Children & Families Program Director	1	55,000	100.00%	50,000
	Total				444,750
	Payroll Taxes	7.65%			34,023
	Medical insurance				61,100
	Retirement Plan				10,127
TOTAL:					550,000

JUSTIFICATION COMMENTS:

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

Applicant/Provider: Moiliili Community Center Date Prepared 1/21/26
 RFP No. GIA FY27 7/1/2026 to 6/30/2027

Contract No.: GIA FY27 RFP
 (As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	0/0 OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Payroll taxes & Social Security	As required 446,250.00	7.65%	34,023
Unemployment Insurance (State)	As required by law	As required by law	
Worker's Compensation	As required by law	As required by law	
Temporary Disability Insurance	As required by law	As required by law	
FRINGE BENEFITS:			
SUBTOTAL:			
Health Insurance	\$ 61,100.00	100.00%	\$ 61,100
Retirement	10,127.00	100.00%	\$ 10,127
FRINGE BENEFITS SUBTOTAL:			
FRINGE BENEFITS TOTAL:			
TOTAL:			
\$ 71,227			
\$ 105,250			

JUSTIFICATION/COMMENTS:

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

Form SPO-H-20613 (Effective 10/01/98)

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Contracts Total: **\$2,880,024**

Applicant: Moiliili Community Center

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/Honolulu/Kauai/ Maui County)	CONTRACT VALUE
1	MA-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)		\$400,000
3	OCS-GIA-23-22 (GIA FY24-23)	04/1/23 – 03/31/24	OCS Act 164 (SLH 2022)	State	\$450,000
4	MA-DCS-2400021	10/1/23 – 09/30/26	City and County	Honolulu	\$344,997
5	CT-DCS-2400042	11/2/23 – 10/14/24	City and County	Honolulu	\$200,000
6	MA-DCS-2000142	07/1/20 – 09/30/23	Elderly Affairs Div.	Honolulu	\$318,763
7	2101HICSC6	10/1/21 – 08/31/23	Dept. of Human Serv.	State	\$369,135
8	ASO Log No. 22-234	03/1/22 – 06/30/23	Exec. Ofc. on Aging	State	\$287,129
9	CO-20320	07/1/22 – 06/30/23	EOA	State	\$360,000
10					
11					
12					
13					
14					
15					
16					
17					
18					

Applicant: Moilili Community Center

ORGANIZATIONAL CHART



MOILILI COMMUNITY CENTER

Board of Directors

Board of Trustees

Executive Director
1.0 FTE

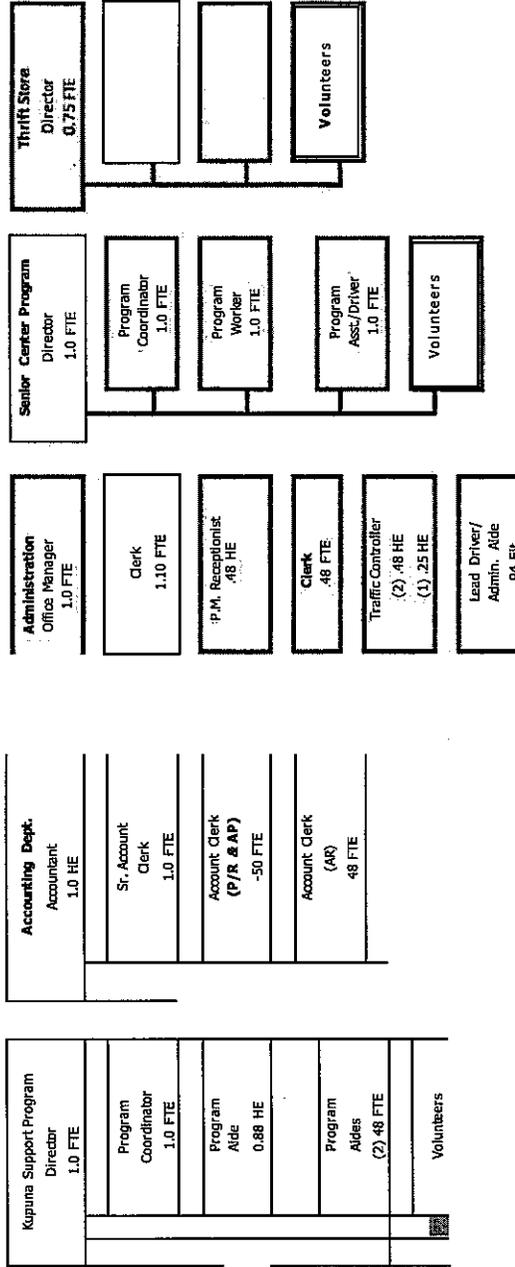
Children & Families Program Director
1.0 FTE

Administrative Assistant
1.0 FTE

Teacher Aides/ Special Ed
.45 FTE

Recreation Leader
.45 FTE

Clerk
(2) .43 FTE



Rev. 12/05/2025

Application for Grants

MOIILILI COMMUNITY CENTER JobNumber:CFP1

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, recruiting 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.

MOILIILI COMMUNITY CENTER Job Number: CFP2**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 ability to participate in recreational and physical fitness activities consistent with the after-school program.

MOILIMI COMMUNITY CENTER Job Number: CFP3**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.

MOILIILI COMMUNITY CENTER Job Number: CFP4**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 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 varied 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 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: CFP5**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 No. KSP1

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%
 - a. Develops program budget, exercises control of expenditures.
 - b. Recruits and interviews applicants for staff positions.
 - c. Maintains a system of communication 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. Assure staff and agency compliance with government grant regulations and agency policies and regulations.
 - g. Maintains equipment inventory control
 - h. Works with Senior Advisory Committee in program planning, program policies, 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%

Applicant: Moiliili Community Center

- 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.