

**AmeriCorps Member Position Description**  
Kahua 'Ai Americorps Member

**General Statement of Duties:** In support of the mission of Papahana Kuaola, the AmeriCorps Kahua 'Ai member will cultivate and take care of 'āina and the maintenance of equipment and facilities for Papahana Kuaola. This position supports the continual improvement of learning spaces in order to positively impact kanaka and 'āina in alignment with the mission and goals of the organization.

**Service Location:** 46-403 Haiku Rd. Kaneohe, HI 96744

**Direct Supervisor:** Logan Ayau

**Service Dates:** October 10, 2022 to August 11, 2023

**Service Position Type/ Required Minimum Service Hours:** Half Time (900 hours)

**General Service Schedule:** Flexible between Monday-Friday from 7:30am-4:00pm and occasional weekends

**Duties Include:**

- Support staff with maintenance and improving facilities including warehouse, office, sheds and lawns to organizational expectations:
  - Maintain and repair warehouse and office equipment
  - Maintain lawns and access points for staff and community members
  - Create space for cultural exchange and learning opportunities
- Support staff with maintenance and repairs of landscaping equipment and tools to organizational expectations.
- Attend safety training in using landscaping tools, machinery and equipment
- Support staff with maintenance, expansion and improving 'āina to organizational expectations:
  - Support farming work in lo'i and māla through prepping 'āina, planting, weeding, popo'i, huki, kohi, etc.
  - Support Stream Restoration work through eradicate invasive species and native plant restoration
  - Support Agroforestry work through eradicate invasive species and native plant restoration
- Ensure accurate data entry and evaluation of all surveys conducted
- Participate in online learning activities videos on our website and social media platforms

- Comply with all AmeriCorps program guidelines by maintaining service hours, training hours, and service projects as outlined in the AmeriCorps Service Agreement.
- Member is required to wear the Americorps logo daily
- Interact in a positive, professional and cooperative manner with the community and Papahana Kuaola staff; refer appropriate questions or concerns to AmeriCorps Program Coordinator.
- Attend all required training courses and staff meetings and participate in AmeriCorps service projects.
- Willingness and ability to be cross trained and fill in where directed to ensure quality care of Papahana Kuaola. This includes but is not limited to assisting with community volunteers.
- Maintain clear, positive communication with Papahana Kuaola staff to ensure smooth operation of programs and assists with community members in a caring and positive manner.
- Understand and promote the Mission and Vision of Papahana Kuaola that values cultivation of 'āina and kānaka to nurture learning, relationships, and lifestyles that enable all Hawai'i to thrive.

**Minimum Qualifications:**

- High School Diploma or equivalent
- At least 18 years of age
- Ability to pass criminal background check and drug screen
- Working knowledge of data entry programs
- Good communication and interpersonal skills with the ability to work efficiently as a member of a team

**Preferred Qualifications:**

- Bachelor's degree in Resource Management or Hawaiian Studies
- Experience working in land management
- Familiarity with Hawaiian History, culture and resource management
- Experience and comfort with speaking in front of a group
- Experience with significant and sustained physical activity

**Member/Program Benefits**

- Biweekly Living Stipend up to \$503.28
- Education Award up to \$3,247.50

For inquiries, contact [kaiminaauao@papahanakuaola.org](mailto:kaiminaauao@papahanakuaola.org).

To apply, submit a cover letter and a résumé of no more than 2 pages to [kaiminaauao@papahanakuaola.org](mailto:kaiminaauao@papahanakuaola.org). Applications will be accepted and evaluated as they are received. Qualified applicants will progress to an interview, and applicants who do not meet the minimum qualifications will be notified by email of that determination.