



‘Āina Educator/Steward Job Description

1.0 BASIC ACTIVITY: This job description defines and details the function, reporting relationships, responsibilities, and duties for the position of *‘Āina Educator/Steward* of PAPAHAHA KUAOLA.

2.0 FUNCTION: The *‘Āina Educator/Steward* strives for efficiency, quality, and productive systems and supports the continual improvement of learning materials and spaces in order to positively impact kanaka and ‘āina in alignment with the mission and goals of the organization. This position creates and contributes to the implementation of learning programs and activities for Papahana Kuaola. Supports the care and cultivation of ‘āina and the maintenance of restoration sites at Waipao.

3.0 REPORTING RELATIONSHIPS: The *‘Āina Educator/Steward* reports to the *EDUCATION MANAGER*.

4.0 RESPONSIBILITIES: The *‘Āina Educator/Steward* is responsible for the following activities:

- Responsible for planning and leading instruction in Hawaiian culture and environmental-based lessons and workshops for students PreK-12, college, adults, and Professional Development sessions.
- Ensured the safety of students and visitors at educational site by providing clear instructions and diligent oversight of outdoor learning activities
- Cultivated strong relationships with cultural practitioners, educators, scientists, and community leaders.
- Contributes to expanding and maintaining a 60-acre educational site by safely using landscaping tools

5.0 DUTIES

5.1 The *‘Āina Educator/Steward* performs the following duties:

- Prepare materials and equipment needed for ‘āina-based learning experiences.
- Setup and breakdown all educational programming
- Manage community volunteers in environmental and cultural restoration projects
- Collect data (consent forms, survey responses, photo documentation) and input to data tracker and online database (NRDS)
- Collect and propagate seeds and cuttings of native plant species.
- Assist with maintenance of ‘āina and learning space and restoration areas (to include: lo‘i, punāwai, hillside, māla, seed pod etc.)

5.2 The *‘Āina Educator/Steward* will assume other responsibilities as assigned by the *EDUCATION MANAGER*.