



**Employee Name:** TBD  
**Job Title:** Intern Crewmember (Volunteer)  
**Reports to:** Program Coordinator  
**Status:** Regular Employee  
**Hours:** 30-40 hours per week  
**Compensation:** Starting at \$18/hour

**Purpose:** To participate as an intern/apprentice for the Nā Kālai Wa‘a organization and our voyaging practices with Mauloa, Makali‘i and our other sites and vessels. To learn from our Captains, Kumu and Crew about being a crew member for Makali‘i Voyaging canoe and Nā Kālai Wa‘a organization. To be engaged with our Nā Kālai Wa‘a community and Makali‘i ‘Ohana.

### **Duties and Responsibilities:**

#### Operations & Communications

- Work with the organization leadership and staff to accomplish daily tasks as assigned.
- Work with the Executive Director (ED) and Vessel Maintenance Manager to maintain or restore Makali‘i and our other vessels/canoes.
- Work with captains, organization leadership, and crew members to train as a crewmember aboard Makali‘i, on our other vessels, and at our sites.

#### Nā Wa‘a & Moku (Vessels and Sites)

- Perform crewmember duties as assigned by the ED and sail captain.
- Assist with site maintenance and activities as assigned by the ED or requested by the Vessels and Site Managers

### **Qualifications:**

- At least 18 years of age
- Demonstrates abilities to work in a focused manner to meet goals and objectives set forth
- Good communicator
  - Able to speak to a variety of people from different age groups, cultural backgrounds, and experience levels.
  - Can communicate efficiently through text, phone and email
- Able to take directions and follow through.
- Has the ability to be transported to NKW sites (either by yourself or through your ‘ohana).
  - NKW sites are located mostly between Hawi, Mahukona, and Kawaihae in Kohala, and occasionally Kalaemanō, Kona. NKW hosts programs across various school and community sites across the island and state. Any

transportation required outside of our Kohala sites will be coordinated with the interns and program staff.

**Working Conditions:**

Work is “on-demand” and often must be performed at night and over the weekend. Work is sometimes done outdoors, and includes some work with children considered “high-risk.”

**Physical Requirements:**

Job is physically demanding, requiring the employee to be in good physical shape in order to stand, walk, crouch, and lift heavy objects.

**Direct Reports:**

Vessel Maintenance Manager/Captain

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Approved by:	
Date approved:	
Reviewed:	