



Position: Adulting 101 Trainer

Program Summary

‘Oaka means to open, sprout, and flash. It signifies new beginnings; an upheaval of energetic motion like that of lightning. ‘OAKA is also an acronym for ‘Ōpio Alliance for Kuleana Advancement — a youth-designed and led coalition that advances equitable opportunities for Gen Z on Hawai‘i Island to build capacity and activate their agency as change makers. ‘OAKA aims to address the opportunity gap that exists for many youth and young adults that hinders employment mobility, reduces civic engagement, and deepens inequity. The program invites youth to participate, invests in youth’s ability to contribute, and increases youth’s opportunity to lead by offering experiences that empower them to embrace their kuleana, unlock their potential, and lead with aloha, turning today's ‘Ōpio into tomorrow's alaka‘i.

Opportunity Summary

Vibrant Hawai‘i is seeking dynamic and motivated youth (age 18-24) to join our ‘Ōpio Alliance for Kuleana Advancement (‘OAKA) as Adulting 101 Trainers. In this role, you will have the opportunity to empower your peers by delivering skill-building workshops to youth and young adults across Hawai‘i Island. Trainers may be invited to join the current cohort of Vibrant Hawai‘i Ambassadors to support their presentations and/or work directly with the ‘OAKA Coordinator to schedule presentations of their own.

Workshops may include but are not limited to:

- The Art of Interviews
- Designing a Professional Profile: Resumes, Cover Letters, and CVs
- Hands-Only CPR & AED Training
- Financial Literacy
- Mālamalama

Responsibilities:

1. Represent Vibrant Hawai‘i, ‘OAKA, and the associated partner agencies with the highest degree of professionalism.
2. Pick up and return necessary supplies/equipment from 230 Kekūanao‘a Street. Ensure all items used are returned in clean and working condition.
3. Wear the provided Vibrant Hawai‘i shirt or pin for the duration of the training.
4. Present the training material/curriculum in accordance with and fidelity to the program.
5. Disseminate and collect Hikaloī before the conclusion of the workshop.
6. Participate in and/or document an After Action Review.
7. At the execution of this Agreement, the Adulting 101 Trainer will provide Vibrant Hawai‘i with a

copy of their W9.

Compensation: Vibrant Hawai'i will provide trainers with a stipend for each workshop upon completion of the outlined responsibilities. All time devoted to preparing and learning the workshop material is voluntary and will not be reimbursed. This includes:

- **Introductory Meetings:** Voluntary participation in introductory meetings with the 'OAKA Coordinator and fellow trainers to discuss workshop logistics and expectations.
- **Independent Preparation:** Time spent studying the material.
- **Practice Sessions:** Attendance at group practice sessions organized before the actual workshop to refine presentation skills and familiarize oneself with the content.

Workshop rates are as follows:

The Art of Interviews	\$65.00 per workshop
Designing a Professional Profile: Resumes, Cover Letters, and CVs	\$65.00 per workshop
Financial Literacy	\$65.00 per workshop
Mālamalama	\$75.00 per workshop
Hands-Only CPR & AED Training	\$85.00 per workshop

Mileage: The workshop compensation rate includes estimated reimbursements for mileage.

The ideal candidate:

1. Is enthusiastic and passionate about empowering youth.
2. Has strong communication and presentation skills.
3. Has knowledge or willingness to learn about Adulting 101 Workshop themes and topics.
4. Has the ability to work collaboratively in a team and independently.

Required qualifications:

1. Access to reliable transportation to and from the workshop site.
2. In accordance with tax regulations, trainers who earn over \$600 in compensation for services provided are required to obtain a General Excise (GE) license and file a Form 1099 with the appropriate tax authorities. This process ensures compliance with tax laws and facilitates the reporting of income for both the payer and the recipient. If your earnings meet or exceed the \$600 threshold, it is your responsibility to obtain the necessary GE license and submit a completed Form 1099 as required by law. We recommend consulting with a tax professional for guidance on fulfilling these obligations.

How to apply: Interested candidates should email their resumes to oaka@vibranthawaii.org.