

## COORDINATION PROCESS FOR STAFFING

### 1.0 Advertise positions

- 1.1 Determine ad, approve with deadline for submission of application
- 1.2 Submit ad to newspaper

### 2.0 Intake of applicants

- 2.1 Have applicants submit resumes or fill out job applications in PVS office
- 2.2 Direct applicants to Alu Like field office for intake, eligibility
- 2.3 Screen applicants for interview
- 2.4 Receive eligibility info from Alu Like, interview applicants
- 2.5 Inform PVS-BOD of recommendations, secure approval
- 2.6 Inform Alu Like of selections (names), Alu Like to schedule 1 week orientation of persons selected, class training costs to be picked up by Alu Like

### 3.0 Pay periods and responsibilities

- 3.1 Time sheets to be responsibility of supervisors
- 3.2 Administrative Secretary to secure all time sheets on timely basis
- 3.3 Payment for orientation session to be made Wednesday following orientation
- 3.4 Regular check to be made available 2 weeks after end of first 2-week work period

Note: Hinano Paleka, Oahu IUA, is person handling account.

5/22/78

Paige K. Barber

### Job Description

Position: EDUCATIONAL COORDINATOR  
Responsible to: Education Committee Chairman/Polynesian Voyaging Society (PVS)

#### Responsibilities:

1. Coordinates implementation of all activities carried out by the Educational Committee of PVS in furtherance of the objectives of said society, as specified in its Charter of Incorporation.
2. Acts with Education Committee as clearing center for educational information pertaining to Polynesian voyaging in general and Hokule'a in particular, as such information becomes available through activities of PVS.
3. Surveys interest, supplies needs and distributes information to schools and community groups in regard to educational programs and activities pertaining to Polynesian voyaging.
4. Coordinates the creation, production, sale, and distribution of educational materials pertaining to Polynesian voyaging.
5. Coordinates and supervises community workshops and lecture programs pertaining to Polynesian voyaging for schools and community groups.
6. Coordinates and supervises visits by schools or community groups to Hokule'a in collaboration with Canoe Committee and arranges for appropriate lectures, explanations, and hand-outs.
7. Initiates and coordinates the gathering, utilization and appropriate application of print and audiovisual information resulting from Hokule'a's voyages.
8. Maintains appropriate filing system for all data and records pertaining to the educational activities of PVS.
9. Attends all Education Committee meetings, takes notes, prepares and distributes minutes to all appropriate persons.
10. Assume other tasks and responsibilities as determined by the Education Committee Chairperson

#### Minimum Requirements:

- B.A. or equivalent education and experience in Education or related area

#### Experience:

- Minimum of one year experience in the field of teaching, educational administration, or community organizing
- Must have experience in public speaking and must show evidence of publishable writing skills

## TRAINING PROGRAM FOR THE EDUCATION COORDINATOR

MARCH, APRIL, MAY

### GRANT WRITING

Trainee will learn the sequential steps of effective grant writing.  
Trainee will be:

1. Directed to find out what kinds of grants are available.
2. Trained to follow procedure and identify specific and significant kinds of information relative to the grant (abstract, need, objectives, program, etc.)
3. Trained to write with clarity and effectiveness while applying for grant.
4. Guided to gather data for grant and assisted by 2 members of the Education Committee of the Polynesian Voyaging Society.

JUNE, JULY, AUGUST

### WORKSHOPS

The trainee will learn to coordinate and implement effective workshops on Polynesian Voyaging.

1. Workshops are planned for Haleiwa, Mokuleia, Kualoa, and Kamehameha Schools (1979-80).
2. Trainee will learn to write schedules, learn techniques and approaches to teaching Polynesian Voyaging.
3. Trainee will learn to plan diversified workshops for students, youngsters, adults, teachers, and those who are interested.
4. Trainee will learn how to carry out the workshop aims of the Canoe and Education Committees of the Polynesian Voyaging Society.
5. Hokule'a will be included in some of the workshops. Participants attending the outdoor workshops will have an opportunity to feel and see the canoe and learn about the components and functions of the canoe.  
Trainee will learn to coordinate workshops with Education and Canoe Committee chairpersons so that Hokule'a can be used as an educational aid.

SEPTEMBER, OCTOBER, NOVEMBER

### INSTRUCTIONAL MATERIALS ON POLYNESIAN VOYAGING

The trainee will learn to create and produce instructional materials on Polynesian Voyaging.

1. Trained to gather and use appropriate application of print and audio-visual information resulting from Hokule'a's voyages.

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Responsible to: Education Committee Chairman/Polynesian Voyaging Society (PVS)

#### Responsibilities:

1. Coordinates implementation of all activities carried out by the Educational Committee of PVS in furtherance of the objectives of said society, as specified in its Charter of Incorporation.
2. Acts with Education Committee as clearing center for educational information pertaining to Polynesian voyaging in general and Hokule'a in particular, as such information becomes available through activities of PVS.
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4. Coordinates the creation, production, sale, and distribution of educational materials pertaining to Polynesian voyaging.
5. Coordinates and supervises community workshops and lecture programs pertaining to Polynesian voyaging for schools and community groups.
6. Coordinates and supervises visits by schools or community groups to Hokule'a in collaboration with Canoe Committee and arranges for appropriate lectures, explanations, and hand-outs.
7. Initiates and coordinates the gathering, utilization and appropriate application of print and audiovisual information resulting from Hokule'a's voyages.
8. Maintains appropriate filing system for all data and records pertaining to the educational activities of PVS.
9. Attends all Education Committee meetings, takes notes, prepares and distributes minutes to all appropriate persons.
10. Assume other tasks and responsibilities as determined by the Education Committee Chairperson

#### Minimum Requirements:

- B.A. or equivalent education and experience in Education or related area

#### Experience:

- Minimum of one year experience in the field of teaching, educational administration, or community organizing
- Must have experience in public speaking and must show evidence of publishable writing skills



POLYNESIAN VOYAGING SOCIETY AD HOC COMMITTEE  
ON STAFFING

April 14, 1978

AGENDA

1. Debbie Snyder from Alulike will explain CETA program requirements
2. Nainoa Thompson will explain his ideas about the Navigator's position.
3. Discussion of seven vessel positions and how to move on it.
4. Discussion of Administrative Secretary's position and Education coordinator's position

[full-time, one year positions and to begin immediately] Administrative Secretary and Education Coordinator

Send written applications post marked no later than 4/12/78 to:

P.O. Box 6037

Hon., HI. 96817

OR phone: 841-3966

Ap. 10-14 9AM to 4PM. only.

Nani Moku  
MTWTF  
9-4PM  
Th & F

Applicants must be unemployed & be native Hawaiians

Requirements:

② Secretary must have

min. 50 words per min. ~~min. 80 words per min.~~

~~office managerial skills~~

③ Coordinator must have

a) BA. or equivalent ed. & exp. in ed. or related area

b) 1 yr. experience in field of teaching, ed-  
admt. or community organizing

c) exp. in pub. speaking & must show evidence of publishable writing skills

Adminst. Sect

Ed. Coordinator

- full-time ~~one year~~ positions to begin immediately -

- Requirements:

1. Applicants must be unemployed & Native Hawaiians Americans\*

2. Sect. must have

a)

3. Ed. Coord - must have

a)

b)

c)

Monday - Nani

Tues - Moku

Wed - Nani & Moku

Thurs. Moku

Fri. Noon to 4 - Nani

2X2 - \$47.80 - \$43.40

1X3 1/2 - \$41.83

1X2 1/2 - \$29.88 - \$9.63

Sm. print day

29.63  
29.88  
179.51

proof of descent will be required

\* funding provided through the div. of Ind. & Nat. Am. program. (Nat. Am. defined as not H. Am. & Native Am.)

**DRAFT**

Thurs. 5/11/78

521-9111

W A N T E D

**Trainees To Work With HOKULE'A**

- Basic knowledge of carpentry/repair
- Preferred experience in canoeing, sailing
- Knowledge of water safety/able to swim well
- Minimum High School degree
- \* - Must be Native American (Native Hawaiian, American Indian or Native Alaskan)

Mailing deadline: postmarked midnight May 16, 1978 or delivered to office of the Polynesian Voyaging Society, Arts and Crafts Building, Bishop Museum grounds by 3:00 p.m. on May 17, 1978. For information, please call 841-3966.

\*Documentation will be required. (Funds provided through the Division of Indian and Native American Programs/Department of Labor)

ul.  
IX3 = 35.85  
2x2" 47.80-54

Ref. No.	Date Recd.	From	To	Date
	5/2/78			
		copies sent to		
		C. Lindo		
		N. Lyman		
		File	Ka	

PKB

5/15/78

NY

Sent copies of the form

over to Mariene. Informed her  
of Ohio Field Office (Laura) that applica-  
tions should apply at PVS office 1st,  
Hon. Ohio Field.

Also sent her copies of  
Seaman & Educational Coordinator  
positions.

PKB

CONFIDENTIAL

PLEASE PRINT OR TYPE

DATE \_\_\_\_\_

JOB APPLICATION FORM

POSITION DESIRED \_\_\_\_\_ SOC. SECURITY NO. \_\_\_\_\_

NAME \_\_\_\_\_  
Last Middle First

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

DATE AVAILABLE FOR JOB \_\_\_\_\_ DRIVER'S LICENSE \_\_\_\_\_

HEALTH ESTIMATE: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

EDUCATION: Last School Attended \_\_\_\_\_

Grade Level Completed \_\_\_\_\_

Date Completed or Graduated \_\_\_\_\_

Major or Special Studies \_\_\_\_\_

If you do not have a diploma, do you have a G.E.D.? \_\_\_\_\_

List any training or special courses you have completed which you feel would help you in the position above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any special interests you have that might relate to the work for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



DRAFT

VESSEL SUPERVISOR

Responsible to: Canoe Committee Chairperson

RESPONSIBILITIES:

- Oversee's reconstruction and maintenance of Hokule'a
- Provides overall training plans and schedules affecting the activities of the Hokule'a.
- Designs, implements and maintains training program for trainees.
- Provides overall coordination of canoe activities.
- Provides regular monthly reports to Canoe Committee.
- Convenes meetings of trainee's as needed.

*Design seaman training*

MINIMUM REQUIREMENTS:

- Minimum 3 years woodwork in vessel construction.
- Minimum 10 years sailing experience, preferably one year with the Hokule'a.
- Ability to design, organize and implement plans.
- Coast Guard license preferred.
- Good health and physical condition.
- Able to swim
- High School Graduate

4/04/78 (5)



Extra  
for  
Board  
Only

~~Responsibilities of Supervisor in Disciplinary Actions~~

1. An effective supervisor frequently informs his employees of:

- The objectives of his job and of the group in which he works
- The tasks he is to perform
- The accepted methods of doing these tasks
- The standards of performance for his job
- How well he meets these standards
- How he can improve his work and develop his capabilities

2. A supervisor can maintain appropriate employee discipline by such methods as:

- Practicing what he preaches. The pattern of effective work and good conduct starts with the supervisor. He is the model most employees tend to follow.

2. Informing the employee of the accepted behavior for his job. Letting him know the "rules of the game" so that he knows what is considered acceptable conduct. People, in general, want to adhere to the established rules if they know what they are. This organization has specifically avoided making rules of conduct so minute that they become a "Penal Code".

3. Establishing reasonable work objectives and continually stimulating the employee's interest in reaching these objectives.

4. Fostering favorable working atmosphere; one which encourages the employee to want to do his best. Although physical surroundings are important, factors such as personal relationships add a great deal to conditions of work.

Employees should be encouraged to suggest improvements in work or to bring questions or complaints to the supervisor. The supervisor should be readily available to "hear out" these matters.

5. Consistently maintaining firm, impartial control. Infraction of the rules should be reflected in Performance Evaluations. The employee's failure to improve may indicate a need for further disciplinary action.

6. Without "playing psychiatrist", the supervisor should be aware of possible cause for employee misconduct involving problems related to work or to personal matters. Some understanding of these influences helps the supervisor adjust matters relative to disciplinary action.

7. An effective supervisor who takes his disciplinary responsibilities seriously can prevent most problems from reaching the stage where formal disciplinary action becomes necessary.

#### 8. Administration's Role in Disciplinary Action

1. To act as consultant to supervisors in disciplinary matters within their groups.

2. To make a prompt, thorough and impartial determination of the facts in cases not resolved by supervisors and to resolve the matter within the office if possible.

3. To summarize his analysis of matters which cannot be resolved within the office and request further consultation with the \_\_\_\_\_

*Extract  
for BOD  
only*

DOCUMENTS CAPTURED AS RECEIVED

5/22/78

took copies to  
DVS R office  
to be picked up  
by NAM, Lyman for  
3:30 p.m. meeting.

CONFIDENTIAL

File

## COORDINATION PROCESS FOR STAFFING

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Note: Hinano Paleka, Oahu IUA, is person handling account.

5/22/78

Paige K. Barber

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## INTERDEPARTMENTAL MEMO

DATE March 22, 1978

TO: Paige

\*FROM: Debbie

*Late lunch -  
2 p.m.*SUBJECT: Polynesian Voyaging Society  
Revised Budget

The first allotted budget for the nine positions for the funding year ending 9/30/78 was for 49,017.62. With the change in direction of the projects, a suggested salary-range for the approved positions are:

Vessel Supervisor	1,100	+	165	x	1	=	\$8,855
Navigator	900	+	135	x	1	=	7,245
Seaperson	550	+	82.50	x	5	=	22,137.50
Educational Coordinator	850	+	127.50	x	1	=	6,842.50
Administrative Secretary	850	+	127.50	x	1	=	6,842.50

This are suggested salaries for the revised job descriptions.

TOTAL REVISED BUDGET

\$51922.50

*Retype*

*Page Revised copy*

Overview of the Polynesian Voyaging Society's Modification

Several months ago, the Polynesian Voyaging Society (PVS) determined to prepare the 60-foot double hulled canoe, the Hokule'a for a return voyage to Tahiti. The purpose for the return was to deal with a number of things:

- a) testing the Keala-i-kahiki path to Tahiti
- b) testing 'lahope', one of two lauhala sails
- c) testing celestial navigation learned from the first voyage as well as from experiments conducted here in Hawaii
- d) train people to sail the Hokule'a, both from Hawaii as well as from Tahiti
- e) remain in Tahiti for at least a year to conduct further training session using Hokule'a as a training classroom

The Hokule'a departed on her second voyage March 16, 1978. That evening, she overturned and is now at Sand Island Dry Dock awaiting reconstruction.

Hokule'a needs to be restored and readied for sailing as soon as possible. She needs to continue her training program, both in reconstruction and sailing as well as in celestial navigation. In the latter case, more research and clarification needs to be made for the possibility that she will return to Tahiti this year. If resources are made available, chances are very good that PVS can have her in the water within a month or two.

The PVS is proposing to modify the original intent of our *approved* proposal to Alu Like to enable reconstruction and continued training to take place within this time period, as well as to assure the resource support needed to either complete the voyage as originally planned, or, to continue her educational activities interisland with the public-at-large and with children.

ROLES AND RESPONSIBILITIES

The vessel supervisor will have overall responsibility for overseeing the reconstruction and training of the seamen. The seamen will learn the intricate parts of the canoe, the kinds of woodwork needed and the kinds of lashing, as well as style of lashing for the reconstruction of the canoe. The vessel supervisor will also have the responsibility of planning and implementing work schedules, training sessions both at sea and in a classroom situation. This person will also work closely with the celestial research needing completion and will assist as needed with the navigator.

### Job Description

Position: ADMINISTRATIVE SECRETARY  
Responsible to: President/Polynesian Voyaging Society (PVS)

#### Responsibilities:

1. Receive and record all telephone calls/messages as necessary.
2. Make appointments in coordination with PVS activities as determined by the President.
3. Provide information regarding PVS activity as necessary.
4. Take dictation and type letters, reports, etc.
5. Set up, organize, and maintain file systems as assigned.
6. Assist with preparation of PVS program reports and special summaries; assemble information as necessary.
7. Operate standard office machines.
8. When available provide committees with clerical assistance as assigned by the President.
9. Assist the President in coordination of statewide activities.
10. Assume other tasks and responsibilities as determined by the President of PVS.

#### Minimum Requirements:

- Ability to relate positively with people
- Business school diploma or equivalent education and experience
- Shorthand at 80 words per minute
- Typing at 50 words per minute; typing test required prior to selection
- Ability to organize and set up office systems

#### Experience:

- Experience in manuscript typing as needed
  - At least two years as secretary or comparable position
  - Experience in State or Federally funded programs preferred
  - Bookkeeping ability required
- 19

#### Job Description

Position: EDUCATIONAL COORDINATOR  
Responsible to: Education Committee Chairman/Polynesian Voyaging Society (PVS)

#### Responsibilities:

1. Coordinates implementation of all activities carried out by the Educational Committee of PVS in furtherance of the objectives of said society, as specified in its Charter of Incorporation.
2. Acts with Education Committee as clearing center for educational information pertaining to Polynesian voyaging in general and Hokule'a in particular, as such information becomes available through activities of PVS.
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6. Coordinates and supervises visits by schools or community groups to Hokule'a in collaboration with Canoe Committee and arranges for appropriate lectures, explanations, and hand-outs.
7. Initiates and coordinates the gathering, utilization and appropriate application of print and audiovisual information resulting from Hokule'a's voyages.
8. Maintains appropriate filing system for all data and records pertaining to the educational activities of PVS.
9. Attends all Education Committee meetings, takes notes, prepares and distributes minutes to all appropriate persons.

10. Assume other tasks & responsibilities as determined by the Ed. Committee Chairperson

#### Minimum Requirements:

- B.A. or equivalent education and experience in Education or related area

#### Experience:

- Minimum of one year experience in the field of teaching, educational administration, or community organizing
- Must have experience in public speaking and must show evidence of publishable writing skills



DRAFT

VESSEL SUPERVISOR

Responsible to: Canoe Committee Chairperson

RESPONSIBILITIES:

- Oversees reconstruction and maintenance of Hokule'a
- Provides overall training plans and schedules affecting the activities of the Hokule'a.
- Designs, implements and maintains training program for trainees.
- Provides overall coordination of canoe activities.
- Provides regular monthly reports to Canoe Committee.
- Convenes meetings of trainees as needed.

*In conjunction with the Education Committee Chairperson, assists and assigns training activities, history, research and educational/continuity activities through the seamen.*

MINIMUM REQUIREMENTS:

- Experience* {
- Minimum 3 years woodwork in vessel construction.
  - Minimum 10 years sailing experience, preferably one year with the Hokule'a.
  - Ability to design, organize and implement plans.
  - Coast Guard license preferred.
  - Good health and physical condition.
  - Able to swim
  - High School Graduate

*Assumes other tasks and responsibilities as determined by the Canoe Committee Chairperson.*

DRAFT

NAVIGATOR

Responsible to: Chairperson of Canoe Committee

RESPONSIBILITIES:

- Conducts research into traditional non-instrument navigation.
- Provides training in conjunction with vessel supervisor for seamen and canoe trainees.
- Secures and records all pertinent information relative to sailing of the Hokule'a.
- Secures and maintains, charts and pertinent documents for sailing and training purposes.
- Consults regularly with navigation experts.
- Attends workshops, seminars related to navigation.
- Provides monthly reports to Canoe Committee and Education Committee

MINIMUM REQUIREMENTS:

- Ability to conduct relevant research.
- Demonstrate aptitude in traditional and non-instrument navigation.
- Minimum 3 years experience in sailing and crewing
- Able to develop navigational training formats.
- Able to teach and prepare reports.
- Able to swim
- High School Graduate

→ Experience

DRAFT

SEAMEN

Responsible to: Vessel Supervisor

RESPONSIBILITIES:

- Participates in reconstruction, maintenance and sailing program for the Hokule'a.
- Attends all instructional sessions as determined by Vessel Supervisor.
- Has some knowledge/aptitude in woodwork, water-safety, sailing, etc.
- Able to sail with Hokule'a in training program as determined by Vessel Supervisor.
- Able to follow instructions and work in a team atmosphere.
- Assume other tasks and responsibilities as determined by Vessel Supervisor.

MINIMUM REQUIREMENTS:

- Interest and willingness to participate in training program.
- Able to read, write and verbally communicate with understanding.
- Basic knowledge of woodwork and water-safety.
- Able to swim.
- High School Graduate

WORK FLOW CHART FOR MODIFICATION REQUEST

Title	Role/Function	April	May	June	July	August	September
Vessel Supervisor	<u>Canoe Reconstruction, Maintenance &amp; Training</u>						
	- Woodwork/Fiberglass	X					X
	- Lashing/Rigging	X					X
	- Sailing	X					X
	- Provisions	X					X
	Food						
	Equipment						
	- Redesign as required	X		X			
	- Quality control	X					X
	- Instructional materials/ Sessions	X					X
	<u>Seamanship and Training</u>						
	- Water safety	X					X
	- Canoe handling <i>Survival/Emotional</i>	X					X
	- Physical/Mental/Spiritual Preparation	X					X
	- Survival Preparation	X					X
Navigator	<u>Research/Data</u>						
	- Research/Testing	X					X
	- Training/Seamen crew	X					X
	- Consultation/Instruction	X					X
	- Monthly Reporting	X					X
	- Securing/Maintaining Pertinent Documentation	X					X
Seaman (5)	<u>Training Functions</u>						
	- Reconstruction	X					X
	- Maintenance	X					X
	- Sailing	X					X
Education Coordinator	- Instructional Sessions	X					X
	See Job Description	X					X
Administrative Secretary	See Job Description	X					X

#### OVERVIEW OF THE POLYNESIAN VOYAGING SOCIETY'S MODIFICATION

Several months ago, the Polynesian Voyaging Society (PVS) was determined to prepare the 60-foot double hulled canoe, the Hokule'a for a return voyage to Tahiti. The purpose for the return was to deal with a number of things:

- (a) Testing the Keala-i-kahiki path to Tahiti;
- (b) testing 'lahope', one of two lauhala sails;
- (c) testing celestial navigation learned from the first voyage as well as from experiments conducted here in Hawaii;
- (d) train people to sail the Hokule'a, both from Hawaii as well as from Tahiti;
- (e) remain in Tahiti for at least a year to conduct further training sessions using Hokule'a as a training classroom

The Hokule'a departed on her second voyage March 16, 1978. That evening, she overturned and is now at Sand Island Dry Dock awaiting reconstruction.

Hokule'a needs to be restored and readied for sailing as soon as possible. She needs to continue her training program, both in reconstruction and sailing, as well as in celestial navigation. In the latter case, more research and clarification needs to be made for the possibility that she will return to Tahiti this year. If resources are made available, chances are very good that PVS can have her in the water within a month or two.

The PVS is proposing to modify the original intent of our approved proposal to Alu Like to enable reconstruction and continued training to take place within this time period, as well as to assure the resource support needed to either complete the voyage as originally planned, or, to continue her educational activities interisland with the public-at-large and with children.

#### ROLES AND RESPONSIBILITIES

The vessel supervisor will have overall responsibility for overseeing the reconstruction and training of the seamen. The seamen will learn the intricate parts of the canoe, the kinds of woodwork needed and the kinds of lashing, as well as style of lashing for the reconstruction of the canoe. The vessel supervisor will also have the responsibility of planning and implementing work schedules, training sessions, both at sea and in a classroom situation. This person will also work closely with the celestial research needing completion and will assist as needed with the navigator.

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WORK FLOW CHART FOR MODIFICATION REQUEST

Title	Role/Function	April	May	June	July	August	September
Vessel Supervisor	<u>Canoe Reconstruction, Maintenance &amp; Training</u>						
	- Woodwork/Fiberglass	X					X
	- Lashing/Rigging	X					X
	- Sailing	X					X
	- Provisions	X					X
	Food						
	Equipment						
	- Redesign as required	X		X			
	- Quality control	X					X
	- Instructional materials/ Sessions	X					X
	<u>Seamanship and Training</u>						
	- Water safety	X					X
	- Canoe handling	X					X
	- Physical/Mental/Spiritual						
Navigator	<u>Research/Data</u>						
	- Research/Testing	X					X
	- Training/Seamen crew	X					X
	- Consultation/Instruction	X					X
	- Monthly Reporting	X					X
	- Securing/Maintaining						
	Pertinent Documentation	X					X
Seaman (5)	<u>Training Functions</u>						
	- Reconstruction	X					X
	- Maintenance	X					X
	- Sailing	X					X
Education Coordinator	- Instructional Sessions	X					X
	See Job Description	X					X
Administrative Secretary	See Job Description	X					X

### Job Description

Position: Vessel Supervisor  
Responsible to: Canoe Committee Chairperson

#### Responsibilities:

1. Oversees reconstruction and maintenance of Hokule'a
2. Provides overall training plans and schedules affecting the activities of the Hokule'a
3. Designs, implements and maintains training program for trainees
4. Provides regular monthly reports to Canoe Committee
5. Provides overall coordination of canoe activities
6. Convenes meetings of trainees as needed
7. In conjunction with the Education Committee Chairperson, assists in assigning appropriate seamen special training duties regarding history/research, educational and community activities
8. Assumes other tasks and responsibilities determined by the Canoe Committee Chairperson

#### Minimum Requirements:

- Ability to design, organize and implement plans
- Coast Guard license preferred
- Good health and physical condition
- Able to swim
- High School Graduate

#### Experience:

- Minimum of three years in the field of woodwork in vessel construction
- Minimum of ten years of sailing experience, preferably one year with the Hokule'a

DRAFT

NAVIGATOR

Responsible to: Chairperson of Canoe Committee

RESPONSIBILITIES:

- Conducts research into traditional non-instrument navigation.
- Provides training in conjunction with vessel supervisor for seamen and canoe trainees.
- Secures and records all pertinent information relative to sailing of the Hokule'a.
- Secures and maintains, charts and pertinent documents for sailing and training purposes.
- Consults regularly with navigation experts.
- Attends workshops, seminars related to navigation.
- Provides monthly reports to Canoe Committee *Education Comm.*
- *Assumes tasks etc.*

MINIMUM REQUIREMENTS:

- Ability to conduct relevant research.
- Demonstrate aptitude in traditional and non-instrument navigation.
- Minimum 3 years experience in sailing and crewing.
- Able to develop navigational training formats.
- Able to teach and prepare reports.
- Able to swim
- High School Graduate



### Job Description

Position: Navigator  
Responsible to: Chairperson, Canoe Committee

#### Responsibilities:

1. Conducts research into traditional non-instrument navigation
2. Provides training in conjunction with vessel supervisor for seamen and canoe trainees
3. Secures and records all pertinent information relative to sailing of the Hokule'a
4. Secures and maintains charts and pertinent documents for sailing and training purposes
5. Consults regularly with navigation experts
6. Provides monthly reports to Canoe Committee and Education Committee
7. Assumes other tasks and responsibilities determined by the Canoe Committee Chairperson

#### Minimum Requirements:

- Ability to conduct relevant research
- Demonstrate aptitude in traditional and non-instrument navigation
- Able to develop navigational training formats
- Able to teach and prepare reports
- Able to swim
- High School Graduate

#### Experience:

- Minimum of three years experience in sailing and crewing

### Job Description

Position: Seaman  
Responsible to: Vessel Supervisor

#### Responsibilities:

1. Participates in reconstruction, maintenance and sailing program for the Hokule'a
2. Attends all instructional sessions as determined by Vessel Supervisor
3. Has some knowledge/aptitude in woodwork, water safety, safety, etc
4. Able to sail with Hokule'a in training program as determined by Vessel Supervisor
5. Able to follow instructions and work in a team atmosphere
6. Assume other tasks and responsibilities as determined by Vessel Supervisor

#### Minimum Requirements:

- Interest and willingness to participate in training program
- Able to read, write and verbally communicate with understanding
- Basic knowledge of woodwork and water safety
- Able to swim
- High School Graduate

### Job Description

Position: ADMINISTRATIVE SECRETARY  
Responsible to: President/Polynesian Voyaging Society (PVS)

#### Responsibilities:

1. Receive and record all telephone calls/messages as necessary.
2. Make appointments in coordination with PVS activities as determined by the President.
3. Provide information regarding PVS activity as necessary.
4. Take dictation and type letters, reports, etc.
5. Set up, organize, and maintain file systems as assigned.
6. Assist with preparation of PVS program reports and special summaries; assemble information as necessary.
7. Operate standard office machines.
8. When available provide committees with clerical assistance as assigned by the President.
9. Assist the President in coordination of statewide activities.
10. Assume other tasks and responsibilities as determined by the President of PVS.

#### Minimum Requirements:

- Ability to relate positively with people
- Business school diploma or equivalent education and experience
- Shorthand at 80 words per minute
- Typing at 50 words per minute; typing test required prior to selection
- Ability to organize and set up office systems

#### Experience:

- Experience in manuscript typing as needed
- At least two years as secretary or comparable position
- Experience in State or Federally funded programs preferred
- Bookkeeping ability required

Job Description

Position: EDUCATIONAL COORDINATOR  
Responsible to: Education Committee Chairman/Polynesian Voyaging Society (PVS)

Responsibilities:

1. Coordinates implementation of all activities carried out by the Educational Committee of PVS in furtherance of the objectives of said society, as specified in its Charter of Incorporation.
2. Acts with Education Committee as clearing center for educational information pertaining to Polynesian voyaging in general and Hokule'a in particular, as such information becomes available through activities of PVS.
3. Surveys interest, supplies needs and distributes information to schools and community groups in regard to educational programs and activities pertaining to Polynesian voyaging.
4. Coordinates the creation, production, sale, and distribution of educational materials pertaining to Polynesian voyaging.
5. Coordinates and supervises community workshops and lecture programs pertaining to Polynesian voyaging for schools and community groups.
6. Coordinates and supervises visits by schools or community groups to Hokule'a in collaboration with Canoe Committee and arranges for appropriate lectures, explanations, and hand-outs.
7. Initiates and coordinates the gathering, utilization and appropriate application of print and audiovisual information resulting from Hokule'a's voyages.
8. Maintains appropriate filing system for all data and records pertaining to the educational activities of PVS.
9. Attends all Education Committee meetings, takes notes, prepares and distributes minutes to all appropriate persons.
10. Assume other tasks and responsibilities as determined by the Education Committee Chairperson

Minimum Requirements:

- B.A. or equivalent education and experience in Education or related area.

Experience:

- Minimum of one year experience in the field of teaching, educational administration, or community organizing
- Must have experience in public speaking and must show evidence of publishable writing skills

DOCUMENTS CAPTURED AS RECEIVED

### Job Description

Position: Seaman  
Responsible to: Vessel Supervisor

#### Responsibilities:

1. Participates in reconstruction, maintenance and sailing program for the Hokule'a
2. Attends all instructional sessions as determined by Vessel Supervisor
3. Has some knowledge/aptitude in woodwork, water safety, safety, etc
4. Able to sail with Hokule'a in training program as determined by Vessel Supervisor
5. Able to follow instructions and work in a team atmosphere
6. Assume other tasks and responsibilities as determined by Vessel Supervisor

#### Minimum Requirements:

- Interest and willingness to participate in training program
  - Able to read, write and verbally communicate with understanding
  - Basic knowledge of woodwork and water safety
  - Able to swim
  - High School Graduate
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# POLYNESIAN VOYAGING SOCIETY

BOX 6037 / HONOLULU / HAWAII 96818 / (808) 841-3966

Date 31 May 1977

## AUTHORIZATION FOR CONSULTANT FEE

It is recommended that LYNETTE CHING  
(name) [REDACTED]  
(phone)

[REDACTED] Pearl City, Hi 96782  
(address) (zip code)

be compensated in the amount of \$50.00 (\$25/per tape) for services as  
a consultant in the Hawaiian language

during the period January thru May 1977.

REASON FOR SERVICE (use reverse side if needed):

To tape glossaries contained in Books 2 & 3, PVS.

QUALIFICATIONS OF CONSULTANT: Advanced language student.

IMMEDIATE SUPERVISOR:

~~XXXXXXXX~~ Mrs. Lurline Salvador  
Hawaiian Language Instructor  
Kamehameha Schools/Bishop Estate  
[Signature]  
Education Coordinator

Noted:  
Treasurer

AUTHORIZED:

President

Date

*the box completed  
the tapes - please send  
her check from  
educational funds.*

The above arrangement would be agreeable to me.

Lynette Ching 31 May 77 [REDACTED]  
Consultant Date Social Security Number or  
Excise Tax License Number

*pd. 6/17/77*

*36*