
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Summer Food Program Youth Coordinator

Reports to: Summer Food Program Site Coordinator

Location: (1) – Happy Camp; (1) – Yreka, CA

Salary: \$10.00 per hour

Classification: Temporary (June 5-August 18); Part Time 3 hours/day, Monday through Friday

Summary: The Summer Food Program Youth Coordinator will be responsible for the daily coordination of children who participate in the free lunch program including assisting in coordinating daily physical activities and the orderly conduct of children throughout the daily three hour free lunch period from June 5 through August 18. The Summer Food Program Youth Coordinator shall assist the Summer Food Program Site Monitor to accomplish the requirements of the Summer Food Program.

Application Deadline: 5pm Monday, June 12, 2017

The Karuk Tribe Summer Food Program will be hiring a total of four (4) youth workers ages 15 -19 to assist facilitating lunch each day this summer for the Happy Camp and Yreka communities. Two (2) youth will be hired for Happy Camp and two (2) youth for Yreka.

- Telephone (530) 493-1600
- Fax: (530) 493-1611

Applications and work permits must be submitted by deadline to Dora Bernal, Human Resource Director dlbernal@karuk.us

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POSITION DESCRIPTION

Title: Summer Food Program Youth Coordinator

Reports To: Summer Food Program Site Coordinator

Location: Happy Camp (2) and Yreka (2)

Salary: \$10.00 per hour

Classification: Temporary (June 5-August 18); Part Time 3 hours/day, Monday through Friday

Summary: The Summer Food Program Youth Coordinators will be responsible for the daily coordination of children who participate in the free lunch program including coordinating daily physical activities and the orderly conduct of children throughout the daily three hour free lunch period from June 5 through August 18. Shall assist the Summer Food Program Site Monitor to accomplish the requirements of the Summer Food Program.

Responsibilities:

1. Shall punctually and reliably report to work.
2. Shall work with and communicate with a variety of children of multiple age groups.
3. Shall prepare and implement weekly schedules of activities for youth participants of the summer food program.
4. Shall oversee the daily physical activities of summer food program participating youth.
5. Shall set up/ take down equipment as required for physical activities.
6. Shall assist the Summer Food Program Site Monitor as needed.
7. Shall assist the Summer Food Program Site Monitor in food transportation, set up and service as requested.
8. Shall assist in recording daily, weekly and monthly reports as is requested.
9. Shall assist and or oversee the preparation and clean-up of lunch room areas as needed and as requested by the Summer Food Program Site Monitor.
10. Shall create activity reports and articles for the tribal newsletter regarding the summer food program.

11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

Requirements:

1. Must be 16 years of age or older.
2. Must be willing to complete an online food handler's safety course.
3. Must have demonstrated ability to work with multiple age groups of children.
4. Must be physically fit and capable of overseeing multiple activities.
5. Must be able to report to work consistently and on time.
6. Must have an excellent work ethic and ability to work well with little supervision.
7. Must have the ability to read and write and understand both verbal and written instructions.
8. Must be able to use computer.
9. Must successfully pass a drug screening test and submit to a criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

Council Approved: May 22, 2014

Chairman's Signature: _____

Employee's Signature: _____