
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: Cultural Activities Coordinator

Reports to: Education Program Coordinator

Location: Happy Camp, CA

Salary: \$16.00 - \$17.00 per hour, depending on experience

Summary: The Cultural Activities Coordinator is a child sensitive position and is a key position to fulfill collaborative grant objectives that will coordinate after-school program activities for Happy Camp High school and Happy Camp Elementary school. The Cultural Activities Coordinator will work closely with after-school program staff to ensure the Karuk culture is incorporated into after-school program activities by coordinating cultural practitioners with various cultural activities throughout the school year. The Cultural Activities Coordinator will hold weekly planning meetings, create monthly activities calendars in coordination with participating schools, participate in evening events and assist in fundraising efforts. Will assist in documentation and data gathering and completing grant deliverables. This position requires a fundamental understanding of the Karuk culture and knowledge of Karuk cultural practitioners.

Classification: Part Time, Temporary, Non-Exempt – (20 hours per week),
Grant Funded until June 30, 2020

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

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Child Sensitive: Yes

Responsibilities:

1. Coordinate with after-school program staff to establish a weekly and monthly calendar of events for after-school programming that includes activities that incorporate Karuk culture utilizing Karuk practitioners and tribal individuals.
2. Act as a liaison between the Karuk Education Department and local schools.
3. Establish weekly coordination meetings.
4. Assist in fundraising efforts that may include evening and weekend events.
5. Attend local or regional training opportunities that enhance achieving grant objectives and deliverables.
6. Perform documentation of events and activities in coordination with collaborative partners to ensure grant deliverables are met.

7. Assist in the planning and development of wellness-focused activities, after-school programming and summer camps or summer activities that incorporate Karuk culture.
8. Generate monthly reports; create flyers, newsletter articles and other forms of communication that align with activities and objectives of the grant.
9. Develops cooperative working relationships with local school staff, tribal staff, Happy Camp Community Action staff and Karuk cultural practitioners.
10. Collect data and evaluate the effectiveness of the project through quarterly meetings, pre- and post-tests or retrospective surveys from parents, teachers, project staff, contractors and participating youth; develop a benchmark from current and past school years to compare to project school year and set measureable goals.
11. Maintains confidentiality while working within the school system and throughout events and activities.
12. Shall attend all required meetings and functions as requested, including evening and weekend events and activities.
13. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work on multiple tasks under performance deadlines.
4. Have the ability to establish and maintain harmonious working relationships with prospective postsecondary education participants, other employees and the public.
5. Have the ability to motivate learning in an educational setting; ability to maintain confidentiality.

Requirements:

1. Must have a High School Diploma, or equivalent, and experience in after-school program planning or similar experience. A degree from an accredited college and experience in after-school program planning will be given priority.

2. Must have a fundamental knowledge of Karuk culture and Karuk practitioners.
3. Must have demonstrated knowledge of academic activity and event planning.
4. Must have excellent organizational skills; ability to work independently. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.
5. Must have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and collaboration.
6. Must have demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
7. Must have excellent computer skills; previous experience with online, video conferencing and other technology-mediated instructional methods.
8. Must adhere to the Tribe's confidentiality policy.
9. Must have a valid Driver's license and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug-screening test, criminal background check, and fingerprinting (LIVE Scan).

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal and Indian Preference will be observed in hiring.

Veterans Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: October 31, 2019

Employee's Signature: _____

Chairman's Signature: _____