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**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

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## **Vacancy Announcement**

**Title:** Youth & Family Activities Coordinator

**Reports To:** Youth & Family Activities Director

**Location:** Happy Camp, Orleans or Yreka with travel throughout the areas

**Salary:** \$14.00 - \$16.00/hour (20-24hrs/week)

**Classification:** Part Time, Non-Exempt, Non-Entry Level

**Summary:** Under general supervision of the Youth & Family Activities Director the coordinator shall work in the planning, development and operation of a comprehensive public recreation program for the communities of the Tribe.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600 X 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Youth & Family Activities Coordinator

**Reports To:** Youth & Family Activities Director

**Location:** Happy Camp, Orleans or Yreka with travel throughout the areas

**Salary:** \$14.00 - \$16.00/hour (20-24hrs/week)

**Classification:** Part Time, Non-Exempt, Non-Entry Level

**Summary:** Under general supervision of the Youth & Family Activities Director the coordinator shall work in the planning, development and operation of a comprehensive public recreation program for the communities of the Tribe.

**Responsibilities:**

1. Plans and helps manage a comprehensive recreation program including athletic leagues, instructional programs, day camps, and special events.
2. Shall help manage the equipment use and programs use including staffing, maintenance, and scheduling.
3. Supervises and evaluates work performance of volunteers and prepares schedules and assignments for recreation events.
4. Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that volunteers are trained in safety procedures.
5. Performs public relation duties; responds to complaints, rules, and enforcement of policies. Prepares news releases, information and marketing bulletins or other publicity on recreation activities; identify and meet the recreational needs of diverse community groups.
6. Coordinates facilities and programs with department staff and other agencies and organizations; serves as technical advisor to sports clubs and recreation staff, or coordinates with relevant programs for a positive outcome and inclusion of department goals.
7. Coordinates and monitors contracts and insurance agreements for recreation programs.
8. Prepares and works in short and long range planning for comprehensive community recreation programs; proposed long range capital improvement and development of facilities, equipment and programs.
9. Coordinates with youth and family directors or related agencies that put an emphasis on drug and alcohol prevention activities and coordinates participation of youth to seek preventative avenues.
10. Coordinates project activities that will create and bring large scale activities that benefit the health

and wellbeing of youth in the communities.

11. Be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Be polite and maintain a priority system in accepting other 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. Desire and ability to support and advocate for Tribal rights.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Professional appearance.

**Requirements:**

1. High school diploma or equivalent.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Working knowledge of recreation programs and their management; working knowledge of the rules of variety of sports; working knowledge of modern office and bookkeeping procedures.
4. Skill in operating and maintaining of office and recreation equipment.
5. Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work night shifts; ability to work weekends; ability to establish and maintain effective working relationship with employee, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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

**Veteran's 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: August 8, 2019**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_