

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

REQUEST FOR QUALIFICATIONS

Deadline: FRIDAY, February 9, 2024 at 5pm
Questions: Florraine Super florrinesuper@karuk.us

Yreka Area

The Karuk Tribe Housing Authority is seeking a qualified high school **STUDENT MENTOR** for the ***Healing of the Canoe Program***, catering to Native Youth in grades 4th-8th. Responsibilities include assisting the group facilitator and cultural practitioner during sessions. Your role is vital in creating a positive and supportive environment for youth participants, leading and guiding them while maintaining a clear leadership presence. Applicants must maintain good standing in school and lead a clean, sober lifestyle. Sessions are scheduled twice a week (Mon-Thurs) from 3:00 pm to 5:00 pm, spanning 9 weeks. Compensation is \$1,120 for 14 sessions, with 2 hours per session. There is one available position for the Yreka area.

Program Description: Healing of the Canoe is a program for Native Youth, addressing suicide and substance abuse prevention. It is customizable for each community, integrating traditions to strengthen youths' connection to culture and boost hope. Using the Pacific Northwest Canoe Journey metaphor, the curriculum imparts life skills to navigate challenges without succumbing to alcohol or drugs. Lessons are enriched with the essence of Karuk dances, creating impactful teaching moments.

Task One

Assist group facilitator and cultural practitioner during groups. As a Youth Mentor for the youth group, you are responsible for the following:

- a) Help organize and execute planned activities for the youth.
- b) Complete sign-in sheets and surveys as required for program documentation.
- c) Distribute snacks to participants, including set up and clean up.
- d) Assist in the set up and clean-up of both lesson plans and cultural activities.
- e) Thoroughly familiarize yourself with the materials and activities planned for each session.
- f) Actively engage and interact with the children to provide support and mentorship.
- g) Step into a leadership role, making sure to guide and support the youth while clearly showing that you are their leader.

Responses to this Request for Proposals should include the following:

- 1) Include a detailed resume or statement highlighting your qualifications and relevant project history.
- 2) Provide specific examples showcasing your knowledge, expertise, and experience in related work.
- 3) Include the names and telephone numbers of three references who can speak to your qualifications and performance.

Responses must be hand delivered or emailed by 5pm, FRIDAY, February 9, 2024 to:

Felicia Wolfenden, Executive Assistant
Karuk Tribe Housing Authority
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039
Emails will be accepted at fwolfenden@karuk.us
No faxes will be accepted.

**Karuk Tribe Housing Authority
Request for Qualifications
Submission Summary**

Proposal Submitted by:

Name: _____

Phone Number: _____

Email: _____

Activity: Guest Speaker Student Mentor Cultural Practitioner

Location: Happy Camp Yreka

Age Group: 4th – 8th 9th – 12th

1. Attach a detailed resume or statement highlighting your qualifications and relevant project history.

2. Provide specific examples showcasing your knowledge, expertise, and experience in related work:

3. Include the names and telephone numbers of three references who can speak to your qualifications and performance:

4. Include any other relevant comments:

Indian Preference: This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe’s Tribal Employment Rights Ordinance (TERO).

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Housing Authority Personnel Policy and Federal/State/Tribal requirements.