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, November 9, 2018 at 5pm **Questions:** Florrine Super, florrinesuper@karuk.us

The Karuk Tribe Housing Authority (KTHA) requests qualifications from High School Students in grades 9-12 for the following Scope of Work required for a **Youth Wellness Program YOUTH COACH ASSISTANT** for the Yreka community. Three students will be selected. Interested individuals would need to be available to work the week of November 19-21, 2018 from 10am-12pm daily, with prep time before activities begin.

A stipend of \$30 per day (2 hours) will be paid upon submission of all applicable paperwork required for payment (including background authorization and W9 forms).

Task One

Assist Head Coach with teaching basic/fundamentals of the sport(s) while emphasizing skill development, fair play, teamwork, sportsmanship, and fun. Cheerfully take direction from Head Coach.

Task Two

Be helpful when setting up equipment, inventory equipment during camp and clean-up after each day of camp. May included equipment clean up, sweep floor, and retrieve items left behind.

Task Three

Must have desire to work with youth K-8th grade, enthusiasm, patience, organization, maturity, dependability, and be responsible. Be available at the times when program is held.

Task Four

Assist Head Coach to maintain groups, individual discipline, and observe all Wellness Center Rules and Regulations while implementing the sports program. Report any problems with court, equipment, player behavior or parent behavior to the Head Coach.

Responses to this Request for Qualifications should include the following (as applicable):

- 1) Résumé with work experience, completed background authorization form, and W9 form;
- 2) Additional supporting documentation such as licenses, certificates; and
- 3) Verification of First Aid and/or CPR Training.

Responses must be hand, mail, or email delivered by 5:00pm, FRIDAY, November 9, 2018 to:

Adia Supahan, Executive Assistant Karuk Tribe Housing Authority 635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039 Emails will be accepted at asupahan@karuk.us

In accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and the Tribal Employment Rights Ordinance (TERO), Indian Preference will apply in the selection process.

BACKGROUND AUTHORIZATION FORM

PERSONAL INFORMATION
NAME: SSN:
**PREVIOUS NAMES USED:
HOME ADDRESS:
Streef Address (No P.O. Boxes) City State Zip Code County
HOW LONG HAVE YOU LIVED AT CURRENT ADDRESS?
PREVIOUS ADDRESS: Street Address (No P.O. Boxes) City State Zip Code County
Street Address (No P.O. Boxes) City State Zip Code County
HOW LONG AT PREVIOUS ADDRESS?
**DATE OF BIRTH: STATE: STATE:
HAVE YOU EVER BEEN CONVICTED OF A FELONY? Yes No
HAVE YOU BEEN CONVICTED OF A MISDEMEANOR WITHIN THE LAST 10 YEARS? Yes No
IF YES, PROVIDE EXPLANATION (Year, County, Offense):
**THIS INFORMATION IS REQUIRED IN ORDER TO CONDUCT AN ACCURATE CRIMINAL BACKGROUND SEARCH AND WILL NOT BE USED AS A CRITERIA IN THE HIRING PROCESS.
In connection with my application for employment (including contract for services) with you, I understand that investig ackground inquiries are to be made on myself including consumer credit, criminal convictions, motor vehicle, and other reports. The ports will include information as to my character, work habits, performance and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and regencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as we aims involving me in the files of insurance companies.
I acknowledge that I have been counseled that a person or entity may not procure or cause to be prepared an investigative conseport on any consumer unless it is clearly and accurately disclosed to the consumer, that an investigative consumer report – including applicable information as to his or her character, general reputation, personal characteristics, mode of living, and employment history – manade. If you are denied employment because of the consumer investigation, it is you're right under the Fair Credit Reporting Act (Lav 08) SS 606 to have the name of the agency or agencies from whom information concerning you was obtained. You are also entitled to receive copies of the information supplied by those agencies within sixty days upon written request. You have the right to directly dispute with onsumer reporting agency the accuracy and completeness of any information furnished by that agency.
I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.
l release THE KARUK TRIBE and its ancillary organizations and any other person and/or agencies from any damage as able acts that may result from obtaining the above information.
The above information is used solely for employment verifications, credit inquiries, and criminal history checks. Falsifying formation on this release form will constitute grounds for immediate dismissal or declining any pending job offers.
ignature: Date:/