

**Karuk Community Health Clinic**

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

# Karuk Tribe

**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:** Summer Food Program Youth Coordinator

**Reports To:** Summer Food Program Site Coordinator

**Location:** Orleans, Happy Camp, Yreka

**Salary:** \$12.00 per hour

**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 two 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.

**Classification:** Temporary (June 11-August 17); Part Time 4 hours/day, Monday through Friday

### **Application Deadline: June 5, 2018 by 5 PM**

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 Resources Department, Telephone (530) 493-1600 X 2010, Fax: (530)-493-1611, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

# Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form.

The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.

✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.

✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.

✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.

✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.

✓ **References** – You **must** include at least three (3) references on your application including their contact information.

✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.

✓ **Resume** – while not required, it is a good practice to include a resume with your application.

✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.

✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page.**

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## POSITION DESCRIPTION

**Title:** Summer Food Program Youth Coordinator

**Reports To:** Summer Food Program Site Coordinator

**Location:** Orleans, Happy Camp, Yreka

**Salary:** \$12.00 per hour

**Classification:** Temporary (June 11-August 17); Part Time 4 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 two 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.

**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 assist in the preparation and implementation of 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 cleanup 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 willing to complete an online food handler's safety course.
2. Must have demonstrated ability to work with multiple age groups of children.
3. Must be physically fit and capable of overseeing multiple activities.
4. Must be able to report to work consistently and on time.

5. Must have an excellent work ethic and ability to work well with little supervision.
6. Must have the ability to read and write and understand both verbal and written instructions.
7. Must be able to use computer.
8. 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.

**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: May --, 2012**

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

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