

KARUK TRIBE HOUSING AUTHORITY

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Happy Camp, CA 96039
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Yreka, CA 96097
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Vacancy Announcement

(Internal Posting)

Title: Program Activities Coordinator

Reports To: Resource Development Manager

Location: Kahtíshraam Wellness Center

Salary: \$20.00 to \$25.00 per hour, depending on experience

Summary: The Activities Coordinator provides sports and activities for school age students to offer social connections, physical fitness and provide a connection to their Tribe/community. Following extended COVID-19 restrictions, the Kahtíshraam Wellness Center wants to provide services to enrich our students and assist with learning recovery strategies that include afterschool/summer enrichment and sports activities. Oversees Siskiyou County MSHA grant guidelines and carries out grant deliverables.

Classification: Full Time, Regular, Non-Exempt

Application Deadline: December 22, 2022 by 5:00 pm

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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888
Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Organize, coordinate and schedule a variety of office activities to assist the Resource Development Manager with tasks, prepare and accurately maintain a variety of reports, budgets, records, forms, and files relating to participants, operations and activities.
2. Compose routine correspondence independently, prepare, type, and distribute communications as requested and open and distribute mail accordingly.
3. Provide information concerning program policies, procedures, activities, and schedules as appropriate, and maintain the wellness center calendar.
4. Produce database from sign in sheets and surveys.
5. Manage inventory for program and office supplies and materials.
6. Advertise events on social media, produce flyers, and calendars for announcement of activities including using programs such as Remind to keep participants informed of daily activities and events.
7. Complete all data entry for the EZFacilities program.
8. Assist, provide and plan for fun weekly activities for children in the following grade groups: K-3, 4-6, 7-8, and 9-12, including preparing adult and elder weekly activities calendars.
9. Under general supervision, be responsible for overseeing summer enrichment, after school program, youth wellness school break activities and monitor participants.
10. Be available to work day, evening, holiday and weekend shifts, including being outdoors exposed to heat, cold, and elements.
11. Plan, organize, and conduct recreational programs that have been approved by TANF and MSHA funding, as well as other programs that pass through the department.

12. Monitors individual and/or groups in a variety of settings for the purpose of the enforcing wellness center rules regarding behavior and participation and/or providing a safe, respectful and positive environment.
13. Open and secure facilities as assigned.
14. Attend meetings and training sessions as required.
15. Submit written reports to the Board of Commissioners on a monthly basis.
16. Shall be available for local and out of the area travel as required for job related training.
17. Shall attend all required meetings and functions as requested.
18. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions. Correct English usage, grammar, spelling, and punctuation and vocabulary.
5. Familiar with a variety of different sports and social activities.
6. Enjoy helping children develop physically, mentally and socially.
7. Good facilitator skills and ability to lead others easily.
8. Articulate well and be able to provide instruction on basic activities, even to beginners.

Requirements:

1. Must possess: AA in Education/Early Childhood Development or related field, OR at least four years of experience in an education/youth activity or related field working with children, OR at least four years of experience managing grant programs in related field.
2. Must be proficient with Microsoft Office (Word, Excel, Publisher, etc.), Adobe, and related software, with the ability to teach those skills to others.
3. Must have excellent organizational skills and attention to detail.
4. Must have the ability to communicate effectively, both verbal and written.
5. Must act in a professional manner and serve as a role model for residents and youth.

6. Must have the ability to use sound judgment, tact, and diplomacy.
7. Must maintain good public relations with students, elders, participants, public and staff.
8. Must have the ability to develop and establish rapport and network with local, Tribal, and State agencies.
9. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must successfully pass a pre-employment drug screening test and a criminal background 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.

Board Approved: October 3, 2022

Review Committee Approved: October 6, 2022

Employee's Signature: _____