
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



Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

VACANCY ANNOUNCEMENT

The Karuk Tribe is now accepting applications for three positions:

Title: Summer Food Program Youth Coordinator

Reports To: Summer Food Program Site Coordinator

Location: Happy Camp (1) and Yreka (2)

Salary: \$10.00 per hour

Classification: Part Time, Temporary (June 17 – August 16)

Summary: The Summer Food Program Youth Coordinators will be responsible for the daily coordination of children who participate in the free lunch program including coordinating daily physical activities and the orderly conduct of children throughout the daily one hour free lunch period from June 17 through August 16. Shall assist the Summer Food Program Site Monitor to accomplish the requirements of the Summer Food Program.

Application Deadline: 5 PM - June 14, 2013

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than 5 pm, Friday June 14, 2013.

Please mail employment applications to the Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Manager, fax them to (530) 493-5322; or email them to icolegrove@karuk.us by the deadline listed.

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



Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

POSITION DESCRIPTION

Title: Summer Food Program Youth Coordinator

Reports To: Summer Food Program Site Coordinator

Location: Happy Camp and Yreka

Salary: \$10.00 per hour

Classification: Temporary (June 17-August 16); Part Time 3 hours/day, Monday through Friday

Summary: The Summer Food Program Youth Coordinators will be responsible for the daily coordination of children who participate in the free lunch program including coordinating daily physical activities and the orderly conduct of children throughout the daily one hour free lunch period from June 17 through August 16. 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 prepare and implement 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: _____