

---

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



**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

---

## **Vacancy Announcement**

**Title:** Summer Food Program Youth Coordinator (3)

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

**Location:** (1) – Happy Camp; (2) – Yreka, CA

**Salary:** \$10.00 per hour

**Classification:** Temporary (June 9-August 15); Part Time 2 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 two hour free lunch period from June 9 through August 15. Shall assist the Summer Food Program Site Monitor to accomplish the requirements of the Summer Food Program.

### **Application Deadline: 5pm Wednesday, June 4, 2014**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [lcolegrove@karuk.us](mailto:lcolegrove@karuk.us)

The Karuk Tribe's (TERO) **Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than 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 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

---

## 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 9-August 15); Part Time 2 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 two hour free lunch period from June 9 through August 15. 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 clean-up 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 16 years of age or older.
2. Must be willing to complete an online food handler's safety course.
3. Must have demonstrated ability to work with multiple age groups of children.
4. Must be physically fit and capable of overseeing multiple activities.
5. Must be able to report to work consistently and on time.
6. Must have an excellent work ethic and ability to work well with little supervision.
7. Must have the ability to read and write and understand both verbal and written instructions.
8. Must be able to use computer.
9. 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.

**Council Approved: May 22, 2014**

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

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