
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

(Internal Posting)

Title: Karuk Youth Leadership Coordinator

Reports to: Education Director or designee

Location: Happy Camp or Yreka, CA

Classification: Full Time, Regular, Non-Exempt, Temporary (December 31, 2024)

Salary: \$23.00 - \$30.00 per hour, depending on experience.

Summary: The Karuk Youth Leadership Coordinator position plays a crucial role in fostering and developing youth leadership within the Karuk Service Area. This includes organizing meetings, events, and mentoring sessions to empower Karuk students to become effective leaders who can voice their opinions, identify issues, implement solutions, coordinate service projects, fundraise, and advise the Karuk Tribal Council on youth priorities. The position also involves maintaining a student database to aid in academic achievement and requires exceptional communication and project management skills. The role is based on-site in either Happy Camp or Yreka and involves extensive travel throughout the Karuk Service Area.

Application Deadline: September 15, 2023 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. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

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Responsibilities:

1. Acts as a liaison between the Karuk Education Department and local schools. Maintains working relationships with students, school staff, and administrators and community organizers.
2. Assesses needs of the students served, and works with school administrators, counselors, and teachers to determine the best method of providing services.
3. Organizes Karuk Youth Leadership Council (KYL) and coordinates KYL meetings at least once a month to develop leadership and organizing skills.
4. Enables the development of community and regional success plans that effectively achieves the goals and objectives of Karuk Youth Leadership.
5. Develops cultural and language goals through Karuk Youth Leadership strategic planning with the youth and the Karuk Tribal Council.
6. Analyzes and maintains confidential records of student performance and of student academic achievements, obstacles encountered, recommended remediation, and possible program improvements.
7. Works collectively with students to increase awareness of educational opportunities and personal and academic strengths and challenges. Counsels prospective students about programs available at colleges and universities, advise students regarding higher education opportunities.
8. Develops plans to expand and include parent/student participation.
9. Develops cooperative working relationships with financial aid and student services professionals at colleges and universities.
10. Identifies and/or creates opportunities for students to participate in community service internships and other volunteer activities that facilitate broad exposure to professional careers and technical occupations available.
11. Assists the Education Department with summer programs, activities, newsletter articles, Karuk Tribal Council reports, website updates and other applications in conjunction with other outreach programs and/or Tribal Departments.

12. Shall be available for local and out-of-the-area travel as required for continuing education project-related training such as computer training, assembly of volunteers and chaperones, student advisor training, college-readiness information, student meetings, college tours, and various activities.
13. Attends all required meetings and functions as requested, including evening and weekend events and activities.
14. Other job-related duties as assigned.

Qualifications

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to understand and follow oral and written instructions.
3. Have the ability to manage time well and work on multiple tasks under performance deadlines.
4. Have the ability to establish and maintain harmonious working relationships with prospective education participants, other employees and the public.
5. Have the ability to motivate learning in an educational setting; the ability to maintain confidentiality.
6. Have the expertise to guide youth on conducting meetings that are run fairly, efficiently and in an orderly fashion by utilizing the principles and protocols of Robert's Rules of Order.

Requirements:

1. Must have an Associate's degree from an accredited college and one year of professional student services experience, or equivalent combination of a successful higher education experience and work history.
2. Must have demonstrated ability to understand Native American perspectives and establish excellent rapport with Native American students.
3. Must have excellent organizational skills; ability to work autonomously as a project lead manager. . Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.
4. Must have demonstrated ability to exercise tact, discretion, and capacity to inspire cooperation and confidence among students.
5. Must have demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.
6. Must have excellent computer skills; previous experience with online, videoconferencing, graphic/media applications and other technology-mediated instructional methods.
7. Must have demonstrated ability to establish/maintain an effective file and retrieval system; previous experience with student records management.
8. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to the Tribe's confidentiality policy.
10. Must successfully pass a pre-employment drug-screening test, criminal background check, and fingerprinting (LIVE scan).

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal and Indian Preference will be observed in hiring.

Veterans 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.

Review Committee Approved: September 8, 2023

Employee's Signature: _____