

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street  
Yreka, CA 96097  
Ph: (530) 842-1644 • Fax: (530) 842-1646

## Vacancy Announcement

(Internal Posting)

**Title:** Youth & Family Activities Coordinator

**Reports To:** Resource Development Manager

**Supervises:** Youth & Family Activities Assistant

**Location:** Happy Camp, Yreka or Orleans with travel throughout the areas

**Salary:** \$45,000 - \$60,000

**Classification:** Full Time, Exempt, Non-Entry Level

**Summary:** Under general supervision of the Resource Development Manager shall perform administrative, supervisory and professional work in the planning, development and operation of a comprehensive program to offer social engagement, physical fitness and provide a connection to their Tribe and Community.

### **Application Deadline: May 20th, 2024 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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2043, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Youth & Family Activities Coordinator

**Reports To:** Resource Development Manager

**Supervises:** Youth & Family Activities Assistant

**Location:** Happy Camp, Yreka or Orleans with travel throughout the areas

**Salary:** \$45,000 - \$60,000

**Classification:** Full Time, Exempt, Non-Entry Level

**Summary:** Under general supervision of the Resource Development Manager shall perform administrative, supervisory and professional work in the planning, development and operation of a comprehensive program to offer social engagement, physical fitness and provide a connection to their Tribe and Community.

**Responsibilities:**

1. Plans and manages a comprehensive recreation program including athletic leagues, instructional programs, day camps, and special events.
2. Manages the equipment use and program use including staffing, maintenance, and scheduling.
3. Trains, supervises and evaluates work performance of full-time, part time, and volunteers and/or contracts and makes recommendations for staff administration; prepares schedules and assignments for recreation events.
4. Provides for and ensures risk management practices and in place/adhered to; ensures all safety rules, regulations and procedures are followed; makes sure that employees and volunteers are trained in safety procedures.
5. Prepares and manages annual budget for recreation program functions. Provides input on purchases of supplies and operating inventory for recreation programs, or activities. Develops alternative funding sources for programs and improvements.
6. Performs public relation duties on behalf of the department and in conjunction with the Tribe's PR Specialist; responds to complaints, rules, and enforcement of policies. Prepares news releases, information and marketing bulletins or other publicity on recreation activities; identify and meet the recreational needs of diverse community groups.
7. Coordinates facilities and programs with department staff, other agencies and organizations; serves as technical advisor to sports clubs and recreation staff, or coordinates with relevant programs for a positive outcome and inclusion of department goals.
8. Coordinates and monitors contracts and insurance agreements for recreation programs.
9. Prepares and works in short- and long-range planning for comprehensive community recreation programs; proposed long range capital improvement and development of facilities, equipment and programs.

10. Coordinates with colleagues ( youth and family directors) or related agencies that put an emphasis on drug and alcohol prevention activities and coordinates participation of youth to seek preventative avenues.
11. Coordinates project activities that will create and bring large scale activities that benefit the health and wellbeing of youth in the communities.
12. Shall consistently provide monthly reports to the Resource Development Manager to submit to (spell out then use acronym) KTHA Board of Commissioners.
13. Maintains database from sign in sheets, surveys, and other sources to support additional funding for youth activities.
14. Be available for local and out of the area travel as required for job related training and/or events. Shall attend all required meetings and functions.
15. Be polite, professional and respectful; maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. Consistently 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 stress; demonstrates an even temperament at all times.
3. Desire and ability to support and advocate for Tribal rights.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions. Communicates professionally and respectfully.
6. Maintains a professional appearance.

**Requirements:**

1. Must possess a Bachelor's degree in Education **OR** a minimum of four years of experience in educational or athletic programs management; demonstrated ability to work with children
2. Must be proficient with Microsoft Office Suite or related software and know how to access different social media platforms.
3. Working knowledge of recreation programs and their management; working knowledge of the rules of variety of sports; working knowledge of modern office and bookkeeping procedures.
4. Ability to operate and maintain office and recreation equipment.
5. Ability to participate in active sports and recreation activities; ability to organize and direct

programs; ability to work night shifts; ability to work holidays and weekends; ability to establish and maintain effective working relationship with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

3. Must possess valid driver's license, good driving record, and be insurable by the Housing's insurance carrier.
4. Must adhere to confidentiality policy.
5. Must successfully pass a pre-employment drug screening test and criminal background check.

**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.

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

**Board Approved:** \_\_\_\_\_

**Committee Approved:** \_\_\_\_\_

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