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**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

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## Vacancy Announcement

- Title:** Youth & Family Activities Director
- Reports To:** Health Board
- Location:** Happy Camp, Yreka or Orleans with travel throughout the areas
- Salary:** \$45,000 to \$60,000, depending on experience
- Classification:** Full Time, Regular, Exempt, Non-Entry Level
- Summary:** Under general supervision of the Health Board shall perform administrative, supervisory and professional work in the planning, development and operation of a comprehensive public recreation program for the communities of the Tribe.

**Application Deadline: September 18, 2017 by 5:00pm**

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 & 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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: [dlbernal@karuk.us](mailto:dlbernal@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Youth & Family Activities Director

**Reports To:** Health Board

**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 Health Board shall perform administrative, supervisory and professional work in the planning, development and operation of a comprehensive public recreation program for the communities of the Tribe.

**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 programs 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 hiring and termination; prepares schedules and assignments for recreation events.
4. Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; makes sure that employees 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; 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 and 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 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 Tribal Council.
13. Be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
14. Be polite and maintain a priority system in accepting other 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. 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.
6. Professional appearance.

**Requirements:**

- a. Bachelor's Degree in recreation administration, physical education, or closely related field and four (4) direct years of experience in a recreation program.
- b. 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.
- c. Skill in operating and maintaining of office and recreation equipment.
- d. Ability to participate in active sports and recreation activities; ability to organize and direct programs; ability to work night shifts; ability to work weekends; ability to establish and maintain effective working relationship with employee, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- e. Must successfully pass a pre-employment drug screening test and be willing to submit to a 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.

**Council Approved: September 7, 2017**

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

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