

KARUK TRIBE HOUSING AUTHORITY

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Happy Camp, CA 96039
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Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: Program Activities Coordinator

Reports to: Wellness Center Director

Location: Kahtishraam Wellness Center (KWC) Yreka

Salary: \$20.00 to \$26.00 per hour, depending on experience

Summary: Provides sports and other activities for school age students that offer social connections, physical fitness, and provide a connection to their Tribe/community. Offers services that enrich the students and assist with learning recovery strategies through afterschool, summer enrichment, and sports activities. Assists with oversight of grant tasks and the carry out of grant deliverables, as assigned by Supervisor. This position will work primarily Monday through Friday from 8am to 5pm, with occasional weekend and evening hours for events and activities.

Classification: Full Time, Regular, Non-Exempt

***Skills Assessment Required Prior to Interview!**

Application Deadline: Open Until Filled

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

Position Description

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Responsibilities:

1. Collaborates in the development of exciting weekly activities tailored for children in grades K-3, 4-6, 7-8, and 9-12.
2. Oversees after-school programs and summer camp activities; under general supervision, monitors participants,
3. Develops, organizes, and executes recreational programs that have been approved by Karuk's Temporary Assistance for Needy Family Program (TANF) and Mental Health Services Act (MHSA) funding, as well as funds administered by KTHA, in close collaboration with supervisor.
4. Supervises recreation programs while providing guidance and support to participants.
5. Exercises proper program safety and hygiene practices and procedures while carrying out recreational programs.
6. Opens and secures facility as directed; ensures renters and site users are trained.
7. Attends meetings and training sessions as required.
8. Monitors and upholds a secure working environment at the Kahtíshraam Wellness Center, utilizing safety & proper hygiene programs and procedures.

9. Generates a database from sign-in sheets and surveys, and provides information to Supervisor for inclusion in monthly board meeting reports.
10. Assists in the development and management of operational budgets and reports, ensures adherence to procurement and inventory policies, and collaborates closely with Supervisor, ensuring approval as required.
11. Conducts file management and maintains an organized file system to ensure all documents are easily accessible.
12. Regularly updates office paperwork and maintains documentation to reflect program changes and initiation of new programs.
13. Oversees the supply inventory for both programs and office, ensuring alignment with approved budgets approved by Supervisor.
14. Advertises events on social media and creates flyers and calendars (in both pdf and jpeg formats) for the announcement of activities, in accordance with KTHA policies. Utilizes programs such as Remind to communicate program activities to community members.
15. Develops monthly activities budgets and calendars, obtains approval from Supervisor, and subsequently communicates budget to finance department to support approved purchases for activities.
16. Submits timely monthly written reports to Supervisor.
17. Available for evening, holiday, and weekend shifts, with both indoor and outdoor activities including inclement weather and sunlight, as assigned by Supervisor.
18. Available for local and out of the area travel as required for job related training. Attend all required meetings and functions.
19. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Has the ability to comprehend and adhere to both oral and written instructions, even amidst frequent changes on a daily or weekly basis.
5. Demonstrated strong leadership skills and the ability to lead others effectively, while also being receptive to taking direction from Supervisor.

6. Knowledge in a variety of sports, safety practices and activities to develop and offer suitable programs.
7. Enjoys helping participants develop physically, mentally and socially.
8. Articulate, and able to provide instructions on basic activities, even to beginners.

Requirements:

1. Must possess an AA in Education **OR** a minimum of four years' experience in education, athletics, sports, or other related field working with children to adults. Experience overseeing grant objectives highly desired.
2. Must have proficiency with Microsoft Office Suite and related software, and ability to teach these skills to others. Familiarity with converting documents to various file formats such as PDF and JPEG is essential.
3. Must have excellent organizational skills and attention to detail.
4. Must have the ability to communicate effectively, both verbal and written.
5. Must act in a professional manner and serve as a role model for residents and youth.
6. Must have the ability to use sound judgment, tact, and diplomacy.
7. Must have the ability to work closely with residents.
8. Knowledge of safety, health and proper hygiene practices; knowledge of general health and safety including First Aid, Cardio Pulmonary Resuscitation (CPR), etc.
9. Must possess or obtain First Aid and CPR certification within 30 days of hire.
10. Must have the ability to develop and establish rapport and network with local, Tribal, and State agencies.
11. Must possess a valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
12. Must adhere to confidentiality policy.
13. Must successfully pass a pre-employment drug screening test and a criminal background 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.

Committee Approved: March 6, 2024

Employee's Signature: _____