

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

Request for Qualifications

Deadline: FRIDAY, November 9, 2018 at 5pm
Questions: Florraine Super, florrinesuper@karuk.us

The Karuk Tribe Housing Authority (KTHA) requests qualifications from High School Students in grades 9-12 for the following Scope of Work required for a **Youth Wellness Program YOUTH COACH ASSISTANT** for the Yreka community. Three students will be selected. Interested individuals would need to be available to work the week of November 19-21, 2018 from 10am-12pm daily, with prep time before activities begin.

A stipend of \$30 per day (2 hours) will be paid upon submission of all applicable paperwork required for payment (including background authorization and W9 forms).

Task One

Assist Head Coach with teaching basic/fundamentals of the sport(s) while emphasizing skill development, fair play, teamwork, sportsmanship, and fun. Cheerfully take direction from Head Coach.

Task Two

Be helpful when setting up equipment, inventory equipment during camp and clean-up after each day of camp. May included equipment clean up, sweep floor, and retrieve items left behind.

Task Three

Must have desire to work with youth K-8th grade, enthusiasm, patience, organization, maturity, dependability, and be responsible. Be available at the times when program is held.

Task Four

Assist Head Coach to maintain groups, individual discipline, and observe all Wellness Center Rules and Regulations while implementing the sports program. Report any problems with court, equipment, player behavior or parent behavior to the Head Coach.

Responses to this Request for Qualifications should include the following (as applicable):

- 1) Résumé with work experience, completed background authorization form, and W9 form;
- 2) Additional supporting documentation such as licenses, certificates; and
- 3) Verification of First Aid and/or CPR Training.

Responses must be hand, mail, or email delivered by 5:00pm, FRIDAY, November 9, 2018 to:

Adia Supahan, Executive Assistant
Karuk Tribe Housing Authority
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039
Emails will be accepted at asupahan@karuk.us

In accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and the Tribal Employment Rights Ordinance (TERO), Indian Preference will apply in the selection process.

