

# Karuk Tribe

## 2022 Summer Youth Employment

The Karuk Tribe is pleased to announce this year's Summer Youth Employment Opportunities!

*NOTE: Protocols are followed to remove as many risks as possible related to the COVID-19 Pandemic from the work environment of all Karuk Tribe employees.*

31 Youth will be hired to work in each of the following Tribal Departments/Programs:

KTHA – 6-(2HC, 2Y, 2O)	KT Maintenance-5-(3 HC, 2, Y)	Summer Lunch-4 (2 HC, 2 Y)
Judicial – 1 (Y)	Self-Governance – 1(Y)	Emergency Operations- 2 (HC)
Public Relations – 1 (HC)	TANF – 2 (1 HC, 1 Y)	DNR-Pikyav Field Institute – 4 (O)
Youth and Families Activities – 5 (2 HC, 3 Y)		

**Dates of employment will be June 27, 2022 through August 19, 2022. (8 Weeks)**

Application packets are available online at <http://www.karuk.us/jobs/> or by visiting any Karuk Tribal Office.

**Applicants must be between the ages of 15 through 19. Preference will be given to Karuk Tribal Members and Descendants.**

Each position will be paid at the rate of \$15.00 per hour for up to 40-hour work weeks, Monday through Friday.

Interested youth must submit an employment application (not attached) to Vickie Simmons, Human Resources no later than **Friday, May 20, 2022 by 5:00 pm** as follows:

In person at the Happy Camp Administration Office; Mail to PO Box 1016, Happy Camp, CA 96039; or Fax to (855) 437-7888; or email [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

**Applicants who are selected for employment will be required to submit to a pre-employment drug screening test (parental consent will be required for youth under age 18).**

**Youth under the age of 18, who are still students, will be required to obtain a Work Permit from their school. Recruitment Timeline:**

May 20	Applications Due by 5:00 pm
May 23 – June 10	Screen Applications / Set Dates for Interviews / Notify Applicants / Hold Interviews (After School Hours)
June 10	Complete Drug Testing (After School Hours)
June 27	Group Orientations in Happy Camp (First Paid Day)
August 19	Last Day of Work (9 Weeks Total)

# Summary of Summer Youth Positions

**(1 Position) Karuk Judicial:** Youth choosing to be hired as a Summer Youth Worker for the Karuk Judicial will be tasked with assisting Court staff in outreach and education, community surveying, learning and applying desktop software applications skills such as; Microsoft Project, Publisher, Excel, PowerPoint, Canvas and Adobe.

Other duties assigned may include: assisting the operations manager with updating inventory, ensuring vehicles are up to date with servicing, learning and assisting logging in mail, preparing and submitting tribal fiscal forms such as; agenda request forms, authorization to submit proposals, maintenance work request, IT Dept. work orders, purchase requisition and may be tasked with preparing online supply orders for Quill or Amazon. *May assist with peer support for the Karuk Summer Youth Gathering for 8<sup>th</sup>-12<sup>th</sup> grade students, June 28, 2022-July 1, 2022 in Happy Camp.* (overnight camping with daily activities (4 days and 3 nights) that focus on culture, language, team building and peer support)

This worker will be based in Yreka and will travel with court staff to satellite offices in Happy Camp and Orleans.

**(4 Positions) DNR:** This summer, youth based at the Karuk Department of Natural Resources (KDNR) will have the opportunity to work with Pikyav Field Institute and Wildlife program staff. Under Pikyav Field Institute supervision (3 days/week), youth will have the opportunity to participate in and learn about current natural-resources-related projects at KDNR, and will get to choose a topic of interest and spend the summer learning from KDNR staff, Cultural Practitioners, and others in order to develop lessons and teach about their area of interest. Youth will also spend roughly 4 hr/week working on the Tishániik Community Farm, and will spend 1 day/week with Wildlife staff getting to learn different ways of tracking, monitoring, researching, and stewarding local wildlife and their habitats.

**(2 Positions) Emergency Operations:** Preparedness projects will be our main focus for this summer. Planning a Preparedness Fair for the community, and setting up the Emergency Operations Trailer and Center for response are projects we will be working on this summer.

**(4 Positions) Summer Lunch Program:** This position will assist the primary cooks in carrying out daily activities and functions of the Summer Food Program. Sites are located in Yreka, Happy Camp, and Orleans. Duties include (but are not limited to) assisting in: meal planning, food preparation, serving food/preparing food to-go, clean up, and keeping a daily sign in sheet to accurately keep track of the Summer Food Program participants and meals that are served. This position is currently only approximately 6 hours per day (approximately 8 AM – 2 PM), about 30 hours per week.

**(1 Position) Public Relations:** The position over the summer will work to develop graphics and designs related to social media/webpage design. This is a position that you can bring your creativity and uniqueness to the forefront. We will work together on multiple media platforms and assess levels of virtual advocacy within local and national tribal communities.

**(2 Positions) TANF/NEW program:** Summer youth worker will be afforded the opportunity to learn policies/procedure implementation, day to day operations Temporary Assistance to Needy Families (TANF) program. Summer youth worker duties include but are not limited to: performing administrative tasks such as data entry, organizing files, record-keeping, preparing documents, managing office supply, and answering telephones. You will also be assisting in review of policies and policies that implement the Temporary Assistance to Needy Families (TANF) program goals objectives.

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**(6 Positions) KTHA:** Outdoor work, landscaping, building maintenance, small engine operation such as weed eaters, lawn mowing, unit prep work. other outdoor work as needed.

**(5 Positions) KT Maintenance:** Shall be responsible for safe working environment. Shall be willing to travel to the tribe's service areas (Yreka, Happy Camp, Somes Bar, Orleans). Shall be responsible for tribally owned tools and equipment. Will be performing landscaping, mowing, weed eating, sensitive area weed pulling. Will be performing rough and finished carpentry. Will be practicing preventative maintenance, such as H-VAC filter changing and air handler cleaning etc. Office furniture assembly and maintenance etc. Will be performing plumbing and electrical tasks. Must be able to perform work duties in summer conditions. Must have proper clothing, work jeans (no shorts) no open toe shoes, not required but highly recommended when performing some land scaping duties is long sleeved shirt. Willing to work with and be trained on proper power tool and equipment usage. Must be willing to learn construction management.

**(1 Position) Self-Governance Office:** Duties will include but are not limited to performing administrative tasks such as data entry, organizing files, record-keeping, preparing documents, managing office supply, and answering telephones. You will also be assisting in reviews of ordinances and policies that implement the Tribe's Self-Governance objectives, attending Tribal Council meetings as requested, and other assignments as determined by the Self-Governance Director. There are many opportunities to learn leadership skills, how our tribal government operates, how policies are implemented, day to day operations, how we protect our sovereignty, and much more!

**(5 Positions) Youth & Families Activities Youth Worker:** The Youth & Families youth worker shall provide assistance and instructions for students with activities or projects in any academic field during the summer enrichment program, and shall keep detailed records on attendance, progress and goals of the program, as well as participate in physical activities with students, and other duties as assigned by the Youth & Families Activities department. Youth Worker shall provide program supervision in the Youth & Families Activities during the course of the summer.

**Responsibilities:** Shall assist students, grades K-12, with any assignments, activities, projects, reports, or school related work. Shall coordinate with Youth Families Activities Department to assess the needs and requirements of the program on a monthly basis. Shall supervise all students. Shall review each student's summer assignment & assisting with corrections. Shall be involved in daily physical activities with students. Shall keep daily record of attendance, student progress, subjects that each student required assistance, and other duties as assigned. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.