
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



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Cultural Activity Coordinator
\$25.00 per hour
Part Time (4 hours/day, 2-3 days/week), Regular, Non Exempt

To plan and organize cultural activities for youth and adult program participants. The goal shall be to help develop self-esteem through strengthening tribal identity via a variety of cultural education and enrichment activities including classroom projects, field trips, and camps. Shall secure and schedule reliable volunteers and paid contractors to supply presentations and supportive efforts to participants with the goal of enhancing cultural awareness.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ Tribal (TERO) Preference shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Friday, September 28, 2012.

Position Posted On: 9/17/2012 12:48 PM

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POSITION DESCRIPTION

Title: Cultural Activity Coordinator

Reports To: TANF Family Services Specialist

Location: Yreka, Happy Camp, and Orleans

Salary: \$25.00 per hour

Classification: Part Time (4 hours/day, 2-3 days/week), Regular, Non Exempt

Summary: To plan and organize cultural activities for youth and adult program participants. The goal shall be to help develop self-esteem through strengthening tribal identity via a variety of cultural education and enrichment activities including classroom projects, field trips, and camps. Shall secure and schedule reliable volunteers and paid contractors to supply presentations and supportive efforts to participants with the goal of enhancing cultural awareness.

Responsibilities:

1. Shall advertise, plan, organize, and oversee culturally relevant activities for participants.
2. Shall develop budgets and sources for necessary supplies and materials.
3. Shall maintain necessary documentation of expenses and attendance to assist the Supervisor in preparing regular activity reports.
4. Shall work closely with Supervisor to ensure information sharing and problem solving.
5. Shall work closely with the Supervisor to ensure maximum service access to all clients.
6. Shall secure reliable volunteers and paid contractors to supply presentations in the areas of men's and women's cultural items including but not limited to regalia, cultural art, drums, arrows, headrolls, otter hides, sinew-backed bows, dance dresses, necklaces, and hair ties.
7. Shall secure reliable volunteers and paid contractors to supply presentations on Karuk Language through storytelling and lessons to learn colors, numbers, letters, animals, and other areas of the language.
8. Shall promote cultural healing through attendance at ceremonies assisting with transportation of participants when possible.
9. Shall schedule and coordinate field trips for gathering and cultural education as appropriate.

10. Shall ensure all volunteers and paid contractors obtain necessary criminal history checks to determine their suitability in accordance with applicable laws.
11. Shall be available for local and out of the area travel as required for service delivery in other communities and job related training. Shall attend all required meetings and functions as requested.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Exhibit the ability to manage time well and work under stressful conditions with an even temperament.
3. Display the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Familiarity and knowledge of Karuk Tribal traditions and culture with the skills and ability to teach.
2. Demonstrated experience in the materials, methods and designs used for the creation of Karuk cultural items.
3. Direct experience with children and youth and/or groups utilizing volunteer components.
4. Organizational skills required to develop and maintain contact and working relationships with cultural leaders from diverse backgrounds and geographic areas.
5. Demonstrated experience in providing instruction for cultural programs.
6. Must possess valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
7. Must submit to a pre-employment drug screening test and submit to a criminal history check.

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

Council Approved: June 9, 2011

Chairman's Signature: _____

Employee's Signature: _____