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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

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**Karuk Dental Clinic**

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

## Vacancy Announcement

**Title:** Youth Mentor Program Coordinator

**Reports to:** Administrator or Designee

**Location:** Yreka with travel to Happy Camp and Orleans, CA

**Assigned  
Work Location:** Yreka, CA

**Salary:** \$23.00 to \$30.00 per hour, DOE

**Summary:** In an effort to prevent and reduce delinquent behavior, the ideal candidate will connect tribal youth to mentoring programs and or develop a mentoring program. The Programming will provide access to cultural and other tribal activities for Youth that offer social connections, physical/mental fitness, and provide a connection to their Tribe/community. Offers services that enrich the students and assist with learning job skills, and cultural enrichment. Assists with oversight of grant tasks and the carry out of grant deliverables, as assigned by Supervisor. This position will work primarily during Monday through Friday with occasional weekend and evening hours for events and activities.

**Classification:** Full Time, Regular, Non-Exempt

### **Application Deadline: December 24, 2024**

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. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **Position Description**

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### **Responsibilities:**

1. Conducts intakes for eligibility, connects youth to appropriate mentor and or develops, organizes, and executes a Youth Mentor program tailored for Youth in grades 7-8, and 9-12.
2. Works closely with the schools, probation and courts, and oversees day to day operations of the Mentoring program activities.
3. Recruits and trains Mentors while providing guidance and support to youth participants; under general supervision, monitors mentors and youth participants.
4. Attends meetings and training sessions as required.
5. Generates a database from sign-in sheets and logs, and provides information to Supervisor for inclusion in monthly board meeting reports and for grant compliance.
6. 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.
7. Conducts file management and maintains an organized file system to ensure all documents are easily accessible.
8. Regularly updates office paperwork and maintains documentation to reflect program changes and initiation of new programs.
9. Oversees the supply inventory for both program and office, ensuring alignment with budget

approved by Supervisor.

10. Advertises ongoing recruitment and training events on social media and creates flyers and calendars (in both pdf and jpeg formats) for the announcement of activities, in accordance with Tribal policies.
11. Submits timely monthly written reports to Supervisor.
12. Available for evening, holiday, and weekend shifts, with both indoor and outdoor activities including inclement weather and sunlight, as assigned by Supervisor.
13. Available for local and out of the area travel as required for job related training. Attend all required meetings and functions.
14. 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. Articulates, and able to provide instructions on basic activities, even to beginners.

**Requirements:**

1. Must possess an AA in Education, Social Work, Administrative Justice, Psychology or related field **OR** a minimum of three years' experience in education, youth programs, probation or other related field working with youth 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.
14. Must adhere to an investigation of character as required by the Federal Indian Child Protection and Family Violence Prevention Act. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim.

**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:** December 11, 2024

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