

## REQUEST FOR QUALIFICATIONS

**Deadline:** Friday, October 31, 2025

**Location:** Yreka

**Questions:** Florrine Super, [florrinesuper@karuk.us](mailto:florrinesuper@karuk.us)

### Position Overview

The Karuk Tribe is seeking **two (2) high school Student Mentors** for the *Healing of the Canoe – Wisdom Keepers* program, serving Native youth in grades 4–8. This role supports the sharing of Karuk cultural knowledge while fostering connection, hope, and life skills. The program includes 14 sessions, scheduled to align with the selected individual's availability and program needs. The Student Mentor will assist the facilitator and Cultural Practitioner during group sessions, support youth in cultural activities, and help create a safe and engaging learning environment.

### Program Description

*Healing of the Canoe* is a culturally grounded program focused on preventing suicide and substance abuse. Using the Pacific Northwest Canoe Journey as a teaching model, it helps youth navigate life's challenges without alcohol or drugs, enhanced by Karuk dances and traditions.

The Student Mentor supports session delivery, including setup, facilitation, and cleanup. Attendance at all sessions is required. All materials are provided through grant funding. The project rate is **\$1,000**, payable in one lump sum at the end or in two installments after submission of required paperwork.

### Task One

The Student Mentor will:

- Assist the facilitator and Cultural Practitioner in organizing and leading youth activities.
- Manage attendance, surveys, and program documentation.
- Help with setup and cleanup for lessons, activities, and snacks.
- Actively engage with youth to provide mentorship and guidance.
- Step into a leadership role to support youth while modeling positive behavior and cultural pride.

### **Proposal Requirements - complete form RFQ submittal summary 2025-26**

- Resume or statement highlighting qualifications and relevant project experience.
- Examples demonstrating expertise in similar cultural or educational programs.
- Names and contact information of three references.

**Responses must be hand-delivered, mailed, or faxed by 5:00 PM, Friday, February 6, 2026 to:**

**Felicia Wolfenden, Executive Assistant**

Karuk Tribe Housing Authority

635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039

**Emails may be sent to:** [fwolfenden@karuk.us](mailto:fwolfenden@karuk.us)

### Indian Preference

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO).