

POSITION DESCRIPTION

Title:	Youth & Family Activities Coordinator
Reports To:	Wellness Center Director
Supervises:	Youth & Family Activities Assistant
Location:	Happy Camp, CA
Assigned Work Location:	Happy Camp Wellness Center
Salary:	\$45,000 to \$60,000 per year/ DOE
Classification:	Full Time, Regular, Non-Exempt, Non-Entry Level
Summary:	Under general supervision of the Wellness Center Director, performs administrative, supervisory and professional work in the planning, funding development and implementation of comprehensive wellness programing. This position is responsible for program sustainability, community partnerships, compliance reporting, and operational oversight in the Happy Camp and Orleans communities.

Responsibilities:

1. Plans, develops, and manages comprehensive Youth and Family programming including educational, cultural, recreational, prevention-focused, and community wellness activities.
2. Manages program logistics including facility scheduling, equipment oversight, staffing coordination, and operational planning.
3. Trains, supervises and evaluates the Youth & Family Activities Assistant and coordinates volunteers and contracted instructors; prepares schedules and assigns duties for program activities and events.
4. Ensures risk management practices are implemented and adhered to; maintains safety standards and ensures staff and volunteers are trained in safety procedures.
5. Prepares and manages annual program budgets; monitors expenditures; authorizes purchases of supplies, materials, food, and operating inventory; identifies, develops, and pursues alternative funding sources for programs and improvements to ensure long-term sustainability.
6. Performs public relation duties including responding to community inquiries; coordinates marketing and outreach efforts including social media and promotional materials in collaboration with Tribal Public Relations; identifies and responds to community needs.
7. Coordinates facilities and programs with department staff, schools, early education programs, and

community organizations to ensure alignment with departmental and Tribal goals.

8. Coordinates, prepares and monitors contracts, facility use agreements, and insurance documentation related to programming and events.
9. Coordinates with colleagues and related agencies to support prevention-focused initiatives and coordinates youth participation in positive engagement opportunities.
10. Provides consistent monthly reports to the Board of Commissioners (BOC).
11. Maintains accurate databases, sign-in sheets, surveys, and outcome documentation to support compliance requirements, program evaluation, and future funding opportunities.
12. Adheres to Tribe's and Program's confidentiality and personnel policies.
13. Be available for local and out of the area travel as required for job related training and various activities.
14. Attends all required meetings, trainings and functions.
15. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Knowledge of budgeting, reporting procedures, and funding support activities.
2. Ability to supervise staff and volunteers and maintain effective working relationships with employees, partner agencies, and the public.
3. Strong organizational and problem-solving skills.
4. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess a Bachelor's degree in Education **OR** a minimum of four years of experience in educational or athletic programs management; demonstrated ability to work with children.
2. Must be proficient with Microsoft Office Suite, Canva, or related software and know how to access different social media platforms.
3. Working knowledge of recreation programming, community event coordination, and general office procedures.
4. Ability to operate and maintain office and recreation equipment.
5. Ability to work evenings, weekends, holidays, and flexible schedules as required.
6. Must possess valid driver's license, good driving record, and be insurable by the Housing's

insurance carrier.

7. Must successfully pass a pre-employment drug screening test.
8. Must successful pass a pre-employment criminal background check including Crimcheck and FBI fingerprints.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, 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: September 04, 2026

Employee's Signature: _____