
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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

Title: Youth Mentor Program Coordinator

Reports to: Education Director, or Designee

Location: Yreka, CA/ Happy Camp, CA

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

Classification: Full Time, Regular, Non-Exempt

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.

Application Deadline: September 21, 2026 at 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

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POSITION DESCRIPTION

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Assigned Work Location: Yreka, CA/ Happy Camp, CA with required travel to all three communities

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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. 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.
5. 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.
6. Conducts file management and maintains an organized file system to ensure all documents are easily accessible.
7. Regularly updates office paperwork and maintains documentation to reflect program changes and initiation of new programs.
8. Oversees the supply inventory for both program and office, ensuring alignment with budget approved by Supervisor.
9. 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.
10. Submits timely monthly written reports to Supervisor.
11. Available for evening, holiday, and weekend shifts, with both indoor and outdoor activities including inclement weather and sunlight, as assigned by Supervisor.
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. Demonstrated strong leadership skills and the ability to lead others effectively, while also being receptive to taking direction from Supervisor.
2. Knowledge in a variety of sports, safety practices and activities to develop and offer suitable programs.
3. Enjoys helping participants develop physically, mentally and socially.
4. Knowledge of safety, health, and proper hygiene practices; knowledge of general health and safety including First Aid, Cardio Pulmonary Resuscitation (CPR), etc.
5. Articulates, and able to provide instructions on basic activities, even to beginners.
6. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
7. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
8. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
9. Demonstrated ability to understand and follow oral and written instructions.

10. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must possess an AA in Education, Social Work, 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 the ability to communicate effectively, both verbal and written.
4. Must act in a professional manner and serve as a role model for residents and youth.
5. Must have the ability to use sound judgment, tact, and diplomacy.
6. Must have the ability to work closely with residents.
7. Must possess or obtain First Aid and CPR certification within 30 days of hire.
8. Must have the ability to develop and establish rapport and network with local, Tribal, and State agencies.
9. Must adhere to confidentiality policy.
10. Must be a self-starter, well organized, and willing to learn new skills.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must successfully pass a pre-employment drug screening test.
13. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contest or guilty plea to any felonious offenses or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: October 06, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25