

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
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1836 Apsuun Street  
Yreka, CA 96097  
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## REQUEST FOR QUALIFICATIONS (RFQ)

**Deadline:** Friday, June 26, 2026 at 5pm

**Location:** Yreka

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

### Position Overview

The Kahtishraam Wellness Center wants to hire two (2) separate leaders for our Summer Enrichment Program serving rotating youth groups (entering 1st through 8th grade). We seek energetic, creative, and dependable individuals for the following distinct roles:

- 1. One (1) Youth Enrichment Program Leader:** The ideal candidate loves making learning exciting. You will independently plan and lead hands-on educational activities like arts, crafts, reading, writing, fun math/science experiments, gardening, and plant-based projects.
- 2. One (1) Lead Games, Movement & Recreation Contractor:** The ideal candidate loves keeping kids active and moving! Instead of strict fitness drills, you will independently plan and lead fun, high-energy activities that match everyone's interests—including sports, dance, cooperative games, and obstacle courses. You will coordinate with youth helpers to run two different activities in the gym at the same time so students always have fun options.

**Schedule & Compensation:** The program runs Monday through Thursday from 8:00 AM to 1:00 PM, starting July 6, 2026, through July 30, 2026. Total pay is **\$200 per day for the 20 program days, totaling \$4,000 per position**. You will receive payment at the end of the program after turning in all required final paperwork.

### Leader Responsibilities

- **Lead Daily Activities (Games, Movement & Recreation Contractor):** Plan and independently lead fun, active sessions for rotating youth groups (entering 1st–8th grade). You will utilize gym space and youth helpers effectively to run multiple activities at once (such as sports, dance, or obstacle courses) so every child stays moving, engaged, and supported.
- **Lead Daily Activities (Youth Enrichment Program Leader):** Plan and independently lead engaging, hands-on learning sessions for rotating youth groups (entering 1st–8th grade). You will manage classroom or outdoor space effectively to run creative projects (such as arts, crafts, reading/writing games, science experiments, or gardening) that keep every child curious, involved, and supported.
- **Manage Supplies and Safety:** Gather and prepare all your materials or equipment before each session starts, and keep the activity area safe, clean, and respectful.
- **Support the Program Team:** Arrive on time, work collaboratively with staff, track daily attendance, and actively encourage youth participation.

## **Application Requirements**

Your response must include these required items:

- Which position you are applying for.
- A detailed resume or statement of qualifications showing your experience with youth programs or fitness instruction.
- A brief description of the fitness and enrichment activities you want to teach.
- Specific examples of your past experience leading educational or community activities.
- The names and phone numbers of three professional or community references.
- A statement confirming your availability from July 6, 2026, through July 30, 2026.

**Responses must be RECEIVED by 5pm, Friday, June 26, 2026. Submit responses to:**

### **Nikkita Thompson, Executive Assistant**

Karuk Tribe Housing Authority

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

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

**Indian Preference:** *This Request for Qualifications 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).*

**TERO:** *All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.*

**Criminal Background:** *A background check consisting of employment history, professional references, and criminal history may be conducted in accordance with the Karuk Tribe Housing Authority Personnel Policy and Federal/State/Tribal requirements.*