

Yakutat Tlingit Tribe

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JOB DESCRIPTION

POSITION TITLE: Culture Camp Coordinator
SUPERVISOR: YTT Executive Director
DURATION: June 1- August 1, 2019
SALARY: \$5,000

POSITION SUMMARY

The Culture Camp Coordinator will be responsible for assisting the YTT Executive Director and the Cultural Heritage Department in carrying out the vision of the Culture Camp by planning, developing, and implementing recreational activities and daily schedule for student campers and supervising Culture Camp employees and overseeing the purchase and usage of supplies and materials during the entire duration of the Culture Camp, and other duties as assigned. The Coordinator will be required to reside at camp, located at Situk River, for the entire eight-day session. The Coordinator will also be required to submit a report that evaluates the overall success of the program.

DUTIES AND RESPONSIBILITIES

- Meet with Culture Camp Team members prior to the start of camp to discuss and finalize recreational activities and daily schedule for student campers during the eight-day Culture Camp.
- Reside at Camp for the duration of Culture Camp.
- Assist in providing orientation to campers regarding camp facilities, rules, schedules, and instructors.
- Review and follow safety procedures with campers.
- Collaborate with Cultural Heritage Department Director, JOM, Cultural Heritage Department employees, and volunteers to successfully carry out and implement planned activities and daily schedule.
- Supervise the clean-up of Culture Camp site and storage of all camp items. Make sure the cabins are prepared and ready for winter.
- Collect and create reports about exemplary campers, misbehavior, disciplinary actions taken, accidental injuries, daily attendance, contraband items, etc. throughout the duration of the Camp.
- Complete and submit a final report that summarizes camp activities, evaluates what worked well, details all problems encountered and suggests ways to improve the program.

QUALIFICATIONS

- Must be 25 years of age or older.
- Must be able to pass a background check (i.e. and must not have been convicted by any jurisdiction for abuse, neglect, or any other crime, including misdemeanors, that would pose a safety or health risk to others).
- Must have a valid Driver's License.
- Experience in planning, coordinating, and supervising events and/or activities is highly desired. Possession of good communication and organizational skills and the willingness to work as a team member is required.
- Knowledge of the Tlingit History of Yakutat, Tlingit Arts and subsistence lifestyle is preferred but not required.
- Must stay alcohol and drug free at all times during the Culture Camp.

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

