



# Job Announcement

The Round Valley Indian Housing Authority in Covelo, CA is accepting applications for:  
**BUILDING HORIZONS FACILITATOR**

The Facilitator is responsible for supporting the Manager in administering the HUD Programs, Crime Prevention, Neighborhood Watch, and youth activities. This program has significant responsibilities for providing recreational, educational, and cultural activities for youth of the RVIHA Piner and Tribal Winds Subdivisions. This individual assists the Manager with administrative tasks and special projects; providing overall management Building Horizons facilities; coordinating, developing and presenting cultural, programs, and arts and crafts activities; provides youth educational opportunities, such as a supervisor computer lab, tutoring, and related activities; organizes and conducts sports and recreational activities for youth; provides supervision and structured activities for the park within established hours of operation; oversees recruitment, screening, training and monitoring of volunteers; coordinates other community activities and services; and assists in detail planning for large events and activities. This individual must have good oral written communication skills; and be able to work some evenings and occasional weekends. Applicant must be willing to submit and be able to pass a pre-employment drug screening and **MUST** possess a valet California Drivers License.

**DEADLINE TO APPLY: May 26, 2017 at 4:00 p.m.**  
**SALARY \$10.50 - \$13.00 per hour D.O.E.**

**You may pick up an application or a detailed job description at the Round Valley Indian Housing Authority 115-B Concow Blvd. Covelo, Ca. 95428**

**Applicant must submit a complete application including a letter of interest, a resume, and a copy of a valid California Drivers License to the;**  
**Round Valley Indian Housing Authority**  
**PO Box 682 Covelo, CA. 95428.**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Sec. 472 and 473). Other than the above the Round Valley Indian Housing Authority is an equal opportunity employer.