



## **JOB ANNOUNCEMENT**

**Closing Date: Thursday, March 12, 2020 at 5PM**

### **BUILDING HORIZONS YOUTH PROGRAM**

#### **FACILITATOR**

- Full-time 40 hours per week
- Hourly wage DOE

#### **GENERAL RESPONSIBILITIES:**

Provide support to administer the Building Horizons Program with significant responsibilities to provide recreational, educational, and cultural activities for the RVIHA Community. Assists with administrative tasks and special projects coordinating, developing and presenting cultural programs and arts and crafts activities; provides youth educational opportunities to include supervising computer lab and tutoring; assist to organize and conduct sports and recreational activities and assists in detail planning for large events and activities. Provides supervision and structured activities for the RVIHA Building Horizons facility and the community park within established hours of operation. This individual must have good oral and 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 valid California Driver's License.**

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

**Submit complete application including a letter of interest and resume, to the Round Valley Indian Housing Authority  
PO Box 682 Covelo, CA. 95428.**