YUROK TRIBE JOB DESCRIPTION
Coordinator – Interpretation Center

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Pay Grade</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpretation Center Coordinator</td>
<td>Location</td>
<td>Stone Lagoon</td>
</tr>
<tr>
<td>Department: Cultural Resources</td>
<td>FLSA Status</td>
<td>Non Exempt</td>
</tr>
<tr>
<td>Reports To: Cultural Resources Director/THPO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range $22.04-28.76

POSITION SUMMARY:

The Interpretation Center Coordinator is responsible to oversee all aspects of visitor services and the daily operation of the Interpretation Center. The Coordinator will provide customer service to all visitors and continually improve visitor experiences at the Stone Lagoon Interpretation Center. This Position is responsible for implementing the budget, planning, programming, basic maintenance and staffing of the Stone Lagoon Visitor Center. Hours will include weekends and not a normal work week schedule.

DUTIES AND RESPONSIBILITIES:

1. Works under the direction of the Cultural Resource Director to oversee the Stone Lagoon Interpretation Center
2. Coordinates consultation with relevant departments and committees for input at the center.
3. Oversees the schedule and staffing of the Interpretation Center
4. Develops Tours and Programming with the Vision, Goals and Objectives of the Center in mind.
5. Oversees the budget and applying for grants to directly fund the Center
6. Responsible for reporting required by grants and agreements
7. Conduct Evaluations on visitor experiences
8. Responsible for the Concessions and Gift Shop Sales
9. Other duties as assigned by Cultural Resources Director or at the request of THPO, NAGPRA or Executive Office related to cultural resources protection.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position.

MINIMUM QUALIFICATIONS:

1. Museum, Cultural Center or Visitor Center Experience
2. Good Customer Service
3. Ability to conduct research and create programming
4. Must be able to write grants and have experience budgeting
5. Be able to work independently and take direction
6. Valid state issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.
YUROK TRIBE JOB DESCRIPTION
Coordinator – Interpretation Center

7. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
8. Must pass a comprehensive background check.

EDUCATION/EXPERIENCE:

Four-year course of study leading to a bachelor’s degree or three years of experience with one-year equivalent to at least a G6. Or a Certificate in Museum Studies and specialized experience.

Equivalent combination of education and experience is qualifying for this position.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualifications.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a comprehensive background check.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Must be able to hike long distances and navigate in rugged and remote terrain.
7. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
YUROK TRIBE JOB DESCRIPTION
Coordinator – Interpretation Center

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ____________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

____________________________  __________________________  __________
Employee Signature  Date  Employee #

______________________________________________  ________________
Supervisor Signature  Date