



SHERMAN LAKE YMCA

Dear Summer Camp Staff Applicant:

We appreciate your interest in the Sherman Lake YMCA's summer camp program. Enclosed is an application packet that will provide you with detailed information about Sherman Lake YMCA and the positions available for the upcoming camp season. Each person who works at the Sherman Lake YMCA is selected because of their professionalism, demonstrated commitment to children, and strength of character.

Sherman Lake YMCA Staff model the values and behaviors of a well-rounded lifestyle and role model our values, performance objectives, and philosophy. We are seeking summer staff to assemble a mature, enthusiastic, hardworking, caring staff team that will influence camper's development by making positive choices themselves.

Working at Camp is truly one of the most difficult and rewarding opportunities you will experience. Our commitment to our campers, parents, and you is a serious one. Please demonstrate your initial commitment by filling out the enclosed application. You are welcome to also enclose a resume detailing other work or volunteer experience, certifications, etc. See our website (www.shermanlakeymca.org) for up-to-date information on who we are and what we have to offer here at the Sherman Lake YMCA Outdoor Center.

Please return the following to:

Camp Administrative Assistant
Sherman Lake YMCA Outdoor Center
6225 North 39th Street
Augusta, MI 49012

1) Completed application, 2) Answer to written questions, 3) Copies of all certifications, 4) Signed job descriptions, 5) Reference questionnaires from three different people, not friends (the persons submitting your reference should mail the reference forms directly to the Sherman Lake YMCA).

Finally, remember: If you, like us, are excited by the opportunities and undeterred by the challenges of working at the Sherman Lake YMCA ...if you want to share your talents and experiences with kids and awesome staff...if you support the teamwork that makes Sherman Lake YMCA special, and will project that support by your own example...if you want to experience a summer of growth and personal accomplishment...then we look forward to reviewing your application!

If you have any questions please call Jackie Morse at (269) 731-3030 or email logistics@ymcasl.org.

Sincerely,

Lorrie Syverson
Director of Camping

Heather Allbee
Resident Camp Director

Tim Simpson
Day Camp Director

Diahnn Austenfeld
Intern Coordinator

Josh Keller
Program Director

"We build strong kids, strong families and strong communities one life at a time... every time!"

Sherman Lake YMCA Values and Objectives

All of our programs are designed to reinforce the four principles of Honesty, Caring, Respect and Responsibility. How everyone relates to one another is the most important aspect of our YMCA Camp. We role model these behaviors in all of our programs and develop activities such as chapel, prayer before meals, and campfire stories to reinforce and teach these principles.

Camp Values

Honesty - Truthfulness and genuineness with self and others.

Caring - To show loving kindness, compassion, and empathy for the interest in others.

Respect - Honor toward others, humility.

Responsibility - Trustworthiness; the ability to be depended on.

Performance Objectives for Staff

1. To connect with each camper quickly, and make campers feel welcome and included.
2. To participate 100% with activities, enjoy playing and not be "sitting on the sidelines."
3. To model the values and mission statement of Sherman Lake YMCA with campers, parents, and other staff.
4. To recognize individual and group situations and effectively resolve conflicts based on camp values and procedures.
5. To seek out and use camp resources, to create meaningful experiences for campers.
6. To work proactively with individuals and groups each day showing spontaneity & creativity.
7. To balance camp standards and expectations with flexibility to create a safe environment while seizing opportunities to create unique experiences.
8. To manage stress and use positive techniques for reducing stress. To respond quickly and effectively to situations, including emergencies.

2010 Camping Employment Opportunities

<input type="checkbox"/> Day Camp Counselors (18+ years of age)	\$190 per week/40+ hours
<input type="checkbox"/> Resident Camp Counselors (19+ years of age w/1 year post high school)	\$210 per week/40+ hours
<input type="checkbox"/> Waterfront Supervisor (21+ years of age)	\$270 per week/40+ hours
<input type="checkbox"/> Assistant Waterfront Supervisor (18+ years of age)	\$250 per week/40+ hours
<input type="checkbox"/> Lifeguard (18+ years of age)	\$210 per week/40+ hours
<input type="checkbox"/> Camp Health Officer (21+ years of age)	\$270 per week/40+ hours
<input type="checkbox"/> Leadership Development Counselors (21+ years of age)	\$240 per week/40+ hours
<input type="checkbox"/> Climbing/ High Ropes Instructor (21+ years of age)	\$250 per week/ 40+ hours
<input type="checkbox"/> Head Wrangler/Barn Manager (21+ years of age)	\$280 per week/40+ hours
<input type="checkbox"/> Wrangler (18+ years of age)	\$215 per week/40+ hours
<input type="checkbox"/> Jr. Wrangler (16-17 yrs, must have completed WIT program)	\$130 per week/ 40 hours
<input type="checkbox"/> Jr. Counselor (16-17 yrs, must have completed CIT program)	\$130 per week/40 hours
<input type="checkbox"/> Golf Cart Attendants (16+ years of age)	\$100 per week/40 hours

If you would like to be a counselor AND have experience teaching one of the following program areas, let us know on your application.

- Arts and Crafts
- Nature
- Skateboard & Rollerblade
- Dance
- Music/ Camp Musician
- Water Sports (sailing, canoeing, tubing, kayaking)
- Hiking
- Ropes Course/Climbing Tower
- Outdoor Adventure/ Survival Skills
- Special Needs Campers Facilitators
- Transportation Site Coordinators **(additional \$25/week)**

Transportation sites are located at the following locations:

- Battle Creek Y-Center
- Battle Creek Riverside Elementary
- Kalamazoo YMCA – Portage Program Center
- Kalamazoo YMCA – Sherman Lake YMCA Outdoor Center
- Kalamazoo YMCA – Maple Street Program Center

If you are in 11th or 12th grade, love camping programs at the Sherman Lake YMCA, and want to take the next step in working with children, by learning the requirements of a counselor, the Counselor-in-Training program may be right for you. Successful completion may lead to summer employment. Register by calling 269-731-3000 or go to our webpage at www.shermanlakeymca.org.

Please Note: All Camp staff returning for the 2010 summer will receive an additional **\$10 per week**. Pay rate is based on a 40+ hour work week. Details will be discussed in interview.

Dress Code

Appropriate dress and presentation of the staff is essential for quality performance. Staff is required to dress according to instructions from their direct supervisor. These instructions will include, but may not be limited to the following criteria:

- All staff must wear the assigned staff shirt on the first day of every session, family nights, during out-of-camp field trips, the last day of resident camp and other times that staff must be easily identified, and as deemed necessary by your supervisor.
- All staff must wear appropriate footwear, preferably tennis shoes or hiking boots, while attending program activities. No sandals or open shoes may be worn except at the waterfront.
- All staff are asked to dress conservatively as the representatives of the conservative atmosphere of the Sherman Lake YMCA.
- All staff are asked to groom neatly, cleanly, and conservatively--especially in regards to daily dress and personal grooming habits.
- All staff are asked to limit body-piercing jewelry to ears only. Please limit the amount of jewelry on each ear to no more than three pieces. (Any facial piercing of any kind or tongue piercing, will be asked to be removed). Large or dangling jewelry is discouraged due to safety considerations of the active lifestyle of a camp employee.
- Staff are discouraged from displaying inappropriate tattoos.
- Any clothing with messages shall be appropriate for the viewing and education of children and will not have sayings that reflect drug, alcohol, sexual, tobacco, profanity, or any other message that would be inappropriate for children.
- Staff are asked not to wear ripped, torn, dirty, midriff, or inappropriate clothing of any kind. Conservative, sleeveless shirts may be worn.
- Staff are asked to wear appropriate swimsuits, specifically one-piece suits for women and swim trunks for men.
- While at the Sherman Lake YMCA, staff are asked to keep cell phones in their car. Cell phones are not to be used as a watch or alarm clock.
- Staff are asked to the best of their ability to limit exposure to the sun and promote lifestyle habits that encourage health. SPF-15+ lotion is highly recommended for staff and campers while out in the sun.
- When greeting anyone at the Sherman Lake YMCA, staff are asked to remove hat and sunglasses, maintain eye contact, shake hands, smile, and introduce themselves immediately. When greeting children for the first time, you may offer to “high-five” instead of shake hands. To maintain a safe environment and restrict access by unauthorized persons, staff are asked to approach everyone they meet in this manner.
- Picture ID and Nametags must be worn and visible at all times. This system is necessary to ensure the safety of our camp for children and restrict access by unauthorized persons.
- These policies may be added to or changed at the discretion of the Director of Camping Services or Executive Director of the Sherman Lake YMCA.

Application for Employment Checklist

Application for Employment (pages 6-8) _____

Applicant's Certification and Agreement (pages 9-10) _____

Skills Licenses and Certifications (pages 11-12) _____

Return above items – All need to be completely filled out and signed

Reference Questionnaire #1 N/A

Reference Questionnaire #2 N/A

Reference Questionnaire #3 N/A

Have references sent directly to camp administrative assistant.

Note: *Reference Questionnaires are not required for return employees.*



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APPLICATION FOR EMPLOYMENT

The Sherman Lake YMCA Outdoor Center is committed to a policy of Equal Employment Opportunity (EEO) on the basis of skills and ability, regardless of race, color, religion, sex, age, disability, national origin, citizenship, armed forces service, marital or veteran status, or any other impermissible factor. This policy applies to all applicants and employees in all aspects of the employment process, including but not limited to, recruitment, selection, promotion, transfer, training, demotion, lay-off and termination.

=====
Careful and thoughtful completion of this application is an important step in our consideration of individuals for employment. Please complete the entire application. Print in ink. Ask for an extra piece of paper if you need to clarify any responses. Your application must also specify the position for which you are applying. Stating that you will do "anything" is indefinite and may result in your application not being accepted. Your application will be considered active for thirty (30) days.

Today's date: _____ Time: _____

Name: _____
(last) (first) (middle)

Current address: _____
City State Zip

Length of time at this address: _____

Permanent Address: _____
(If different from above) City State Zip

Previous address: _____
City State Zip

Length of time at previous address: _____

Do you have a valid driver's license? _____ if so, please provide the number: _____

E-Mail Address: _____

Telephone: _____ Second telephone: _____

Job(s) applied for: 1. _____
2. _____

Do you want to work: Full-Time _____ Seasonal _____ Part-Time _____?

*If applying only for part-time, what days and hours?

Have you ever applied for work with us before? Yes _____ No _____. If yes, when? _____

List anyone you know who works for us: _____

What skills, qualifications or experiences do you feel you have that especially fit you for work with us?

Have you ever been in the U.S. Armed Forces Service? Yes ___ No ___. From _____ To _____

Branch of Service: _____

Duties: _____

Rank or rating at time enlistment: _____

Rating at time of discharge: _____

Can you perform the essential functions of the position with or without accommodation? _____

If not, please explain: _____

Will you require any accommodations to participate in the application process and/or the job interview, including any testing which may be required to determine your qualifications for the position? _____

If yes, please explain _____

Are you 18 years of age or older? Yes _____ No _____

Have you ever been convicted of a crime? Yes _____ No _____. If yes, explain when, where, and the nature of the offense:

Are you authorized to work in the United States? Yes _____ No _____

If hired, when can you start? _____

EDUCATION

Name of School	City/State	No. of Years	Degree/Study	Graduated?

PRIOR WORK EXPERIENCE

(Please list your most recent employment first, use additional space below if necessary to list all prior employers.)

Name & Address	Employment Dates	Type of Work	Starting Pay	Final Pay	Reason For Leaving

PERSONAL REFERENCES

Name

Address/Telephone No.

Occupation

1. _____
2. _____
3. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY:

1. Certification of Truthfulness.

I certify that all statements on this Application for Employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed, or if employed may result in my dismissal.

2. Authorization for Employment/Educational Information.

I authorize the references listed in the Application for Employment, and any prior employer, educational institution, or any other persons or organizations to give this YMCA any and all information concerning my previous employment/educational accomplishments, disciplinary information or any other pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I hereby waive written notice that employment information is being provided by any person or organization.

3. Employment at Will.

If I am hired, in consideration of my employment, I agree to abide by the rules and policies of the YMCA, including any change made from time to time, and agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the YMCA or myself. I understand that no manager or other representative of the YMCA, other than the CEO, has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing. Any such agreement made by the CEO must be made in writing to be effective.

4. Authorization to Work.

If I am selected for hire, I will be offered employment provided I verify that I am authorized to work as requested by the Immigration Reform and Control Act of 1986.

5. Need for Accommodation.

If I am disabled and require an accommodation to perform the job, I must notify the YMCA of that need within 182 days after I knew or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that the YMCA has not accommodated me as required by law.

6. Criminal Records Check.

I agree to execute an authorization for this employer to secure criminal conviction history from the appropriate law enforcement agency, should the YMCA determine it is necessary to do so.

7. Release of Medical Information.

I authorize every medical doctor, physician or other healthcare provider to provide any and all information, including but not limited to, all medical reports, laboratory reports, X-rays or clinical abstracts relating to my previous health history or employment in connection with any examination, consultation, test or evaluation. I hereby release every medical doctor, healthcare personnel and every other person, firm, officer, corporation, association, organization or institute which shall comply with the authorization or request made in this respect from any and all liability. I understand that this release will not be sent to my physician or other healthcare provider until a job offer has been made.

8. Psychological/Physical Testing.

If offered employment, I agree to submit to any psychological or physical testing which may be necessary to determine my ability to perform the job for which I am being considered. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the YMCA.



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9. Driving Records Check.

I authorize the YMCA and its agents the authority to make investigations and inquiries of my driving record.

10. Limitation on Claims.

I agree that any lawsuit against YMCA and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.

11. Fringe Benefits.

I understand that it is my responsibility to provide documentation for verification of eligibility for fringe benefits as well as information regarding mailing address, telephone numbers or contact arrangements, withholding exemptions and dependent information. The YMCA shall rely on the most recent information for all purposes.

12. Confidentiality.

If I am hired, I agree that during my employment all records, papers, information and documents to which I may have access in the course of employment are considered confidential by YMCA and will be treated as such by me during and after the term of my employment. All such records, papers, information and documents remain the property of YMCA during and after the term of my employment. I will not be permitted, directly or indirectly, under any circumstance or at any time, to disclose to any person, firm, association, or corporation any confidential I agree to take a physical exam following an offer of employment. I agree to drug and alcohol testing at the employer's request including the withdrawal of specimen(s) of my blood, urine or hair for chemical analysis. One purpose of this analysis is to determine or exclude the presence of alcohol, drugs or other substances. I understand that decisions concerning my employment will be made as a result of this test.

13. Right to Inspect.

I agree that the contents of my offices, work spaces, desks, computer and computer-generated data, any of the YMCA's property that I may be using, and any of my own property, including but not limited to vehicles, that I bring onto the YMCA's premises may be inspected by the YMCA at any time.

14. Credit Report.

I understand that the YMCA may request a consumer report or an investigative consumer report, including information as to my character, general reputation, personal characteristics and mode of living for the general purpose of evaluating my application for employment. I further understand that I may request in writing from the YMCA a complete and accurate disclosure of the nature and scope of the investigation requested. I consent to the furnishing of such report to the YMCA.

15. Consideration of Employment.

I agree to the above terms of employment if I am employed by YMCA. Should I be employed, I understand and agree that these provisions of my employment can be revised only by a signed contract authorized by a written resolution as described above. I understand and agree that, except as provided above, all compensation, benefits, programs, rules and policies of YMCA are subject to exception or change at any time as decided by YMCA in its sole discretion.

I have read and understand items 1 through 16 above, and acknowledge that with my signature below.

Dated: _____ Applicant's Signature: _____



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Skills, Licenses, and Certifications

Please complete both sides, sign and return this page with your application

Name: _____

Written Questions:

Please describe your experience working with children.

Why would you like a job at the Sherman Lake YMCA Outdoor Center?

What goals do you have for this summer; what are you looking to get from this summer?

What do you believe parents want their child to gain from a summer camp experience?

Certifications

Please attach copies of all certifications you currently hold. Indicate the expiration date for the certifications below.

Place a check next to the names of certifications you will have by June 8.

(Note: ARC=American Red Cross; AHA=American Heart Association)

Mandatory:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | ARC/AHA CPR (if hired training will be provided) |
| <input type="checkbox"/> | First Aid (if hired training will be provided) |

Recommended:

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | ARC/YMCA Lifeguarding |
| <input type="checkbox"/> | ARC/YMCA Waterfront Lifeguarding |
| <input type="checkbox"/> | ARC Water Safety Instructor |
| <input type="checkbox"/> | Driver's License-State: |
| <input type="checkbox"/> | Wilderness First Aid |
| <input type="checkbox"/> | WFR/WEMT/EMT |

Please list additional certifications and licenses that you have.

Program Skills

Rate yourself in the following areas on a scale of 0 to 5 by circling the appropriate number.

0: No familiarity and no interest

1: No familiarity but interest in learning

2: Some exposure as participant

3: Competent level of personal skill as participant

4: Competent level of personal skill & some experience teaching/leading

5: Very comfortable, able to teach & organize program

Arts & Crafts

Woodwork.....	0	1	2	3	4	5
Tie Dye.....	0	1	2	3	4	5
Lanyards.....	0	1	2	3	4	5
Beading.....	0	1	2	3	4	5
Candle Making.....	0	1	2	3	4	5
Paper Crafts.....	0	1	2	3	4	5
Print Making.....	0	1	2	3	4	5
Weaving.....	0	1	2	3	4	5
Sculpture.....	0	1	2	3	4	5
Drawing.....	0	1	2	3	4	5
Watercolor.....	0	1	2	3	4	5

Aquatics

Swimming.....	0	1	2	3	4	5
Canoeing.....	0	1	2	3	4	5
Kayaking.....	0	1	2	3	4	5
Sailing (small craft)...	0	1	2	3	4	5

Sports/Games

Archery.....	0	1	2	3	4	5
Martial Arts.....	0	1	2	3	4	5
Basketball.....	0	1	2	3	4	5
Volleyball.....	0	1	2	3	4	5
Soccer.....	0	1	2	3	4	5
Climbing.....	0	1	2	3	4	5
Group games.....	0	1	2	3	4	5
Lacrosse	0	1	2	3	4	5
Skate park (Board or Blade)	0	1	2	3	4	5

Performing Arts

Campfire Programs.. .	0	1	2	3	4	5
Storytelling.....	0	1	2	3	4	5
Song leading.....	0	1	2	3	4	5
Skits.....	0	1	2	3	4	5
Guitar.....	0	1	2	3	4	5

Nature

Nature Crafts.....	0	1	2	3	4	5
Science.....	0	1	2	3	4	5
Plants/Trees.....	0	1	2	3	4	5
Insects.....	0	1	2	3	4	5
Geology.....	0	1	2	3	4	5
Weather.....	0	1	2	3	4	5
Birds.....	0	1	2	3	4	5

Media

Camp newspaper.....	0	1	2	3	4	5
Photography.....	0	1	2	3	4	5
Gaming.....	0	1	2	3	4	5

Outdoor Skills

Map & Compass.....	0	1	2	3	4	5
Day Hiking.....	0	1	2	3	4	5
Backpacking.....	0	1	2	3	4	5
Caving.....	0	1	2	3	4	5
Canoeing.....	0	1	2	3	4	5
Cabin Overnights.....	0	1	2	3	4	5
Leave No Trace.....	0	1	2	3	4	5
Overnight Trips.....	0	1	2	3	4	5

Group Work

Values Discussions.....	0	1	2	3	4	5
Intercultural Activities.....	0	1	2	3	4	5
Teambuilding.....	0	1	2	3	4	5
Portable Challenges.....	0	1	2	3	4	5
Low Ropes Initiatives.....	0	1	2	3	4	5
High Ropes Initiatives.....	0	1	2	3	4	5

Availability

The camp season begins on June 13th with a 7-10 day mandatory residential week of staff training.

Camp sessions begin June 20th and end August 20th.

Are you available to work throughout those dates?

No, I am not____ Yes, I am____

Yes, except for these limited dates & reason why:

Are you planning to live on-site for the summer?

Job Description Counselors

General Function

Counselors are directly responsible for the program leadership and well-being of campers, participants, and members under the supervision of the Resident, Day and Leadership Development Directors. **Counselors role model for all campers choices that will help all young children to become successful, confident and caring as they mature. There is no bad child...**

Know How

All Counselor positions require:

1. Putting forth an **honest** effort, admitting mistakes. Your integrity is reflected in your honest choices.
2. **Caring**, compassionate and accountable to anyone that we serve. We strive to put the needs of others before our own. We strive to do what is best for the individual and the community.
3. **Respect** for all individuals that visit the Sherman Lake YMCA. We provide opportunities for individuals of all backgrounds to experience a safe learning environment where everyone is encouraged to grow.
4. Be an active contributing member of the community and take **responsibility** for all the roles you play as a counselor, mentor, friend, and learner.
5. Age minimum of 18 years. A high school diploma and one year of college and/or camping experience preferred.
6. Demonstrated ability to work effectively with children and families.
7. Certification in First Aid and in Infant, Child, and Adult CPR. (Additional lifesaving certification is preferred).

Principle Activities

All Counselor positions require each person to:

1. Be available to do whatever is needed to ensure the best possible week for all Sherman Lake YMCA campers, members and participants from **Sunday at noon through Friday at 6:00 pm.**
2. Live by and teach the Four Principles of the Sherman Lake YMCA Outdoor Center: **Honesty, Caring, Respect, and Responsibility.**
3. Maintain the health and safety of campers, members, and participants. It is the #1 priority of the Sherman Lake YMCA Outdoor Center at all times.
4. Attend **Mandatory** staff training which will be anywhere from 6-10 days in length.
5. Assist the campers, members, and participants as they increase their understanding of their natural and social environments.
6. Ensure that all applicable YMCA, ACA (American Camp Association), local, state, and federal regulations are fulfilled.
7. Arrange special activities for groups of children.
8. Recognize campers, members, and participants for their personal growth, exemplary behavior, and skill attainment.
9. Guide and direct campers, members, and participants toward their potential by creating a loving and supportive environment.
10. Actively participate in teaching and assisting in activities.
11. Be flexible and assist in any and all areas of the Sherman Lake YMCA Outdoor Center as needed and directed.
12. Provide program leadership by being prepared at all times to teach a variety of camp activities.

Please note: Camp is often unpredictable. There will be times when you will be requested to help in addition to your principle activities.

Effect on End Results:

The effectiveness of all Overnight Counselors is measured in part by:

1. **The number of campers that are positively affected by your abilities to counsel.**
2. **Children displaying an increase in their ability to positively communicate with their parents/family.**
3. The achievement of the goals and objectives of the Sherman Lake YMCA Outdoor Center.
4. YMCA Campers, Members, and Participants having a happy, safe, and rewarding experience.
5. Each Staff member and Volunteer having a rewarding growth experience.
6. Positive formal and informal performance reviews.

Signature: _____

Date: _____