

**Silver Bay
YMCA of the Adirondacks**

**Emp Program
Application Instructions for New Emps**

Thank you for your interest in working for the Silver Bay YMCA of the Adirondacks! We have put this packet together to tell you more about the community of Emps (employees), the exciting summer program and the expectations we have of our staff.

Eligibility Requirement

Must be a high school graduate or at least 18 years of age by June 1st.

Employment Dates

Employment dates will be determined at the time of hire. When identifying your arrival and departure date please keep in mind that we are busy through Labor Day and preference will be given to those Emps whose dates best reflect the needs of the YMCA.

Emp Information Booklet

The Emp Booklet shares information about the Silver Bay, the Emp Experience, Job Descriptions, Internships, Scholarships, the Salary Schedule, etc...

Application Process

- Complete application
- Answer **all** 3 essay questions on the application
- Obtain 3 references (references can be submitted with the applications or mailed separately, by the person writing the reference)
- Submit application, essays and references to:
Silver Bay YMCA of the Adirondacks
Emp Program Department
87 Silver Bay Rd
Silver Bay, NY 12874

Placement Process

- 1) Beginning February 1st a staff team will review all complete applications, conduct interviews and determine job assignments.
- 2) References will be checked.
- 3) Contract Packets will be sent in March.

The above is a rolling timeline. Applications will be accepted until all positions are filled. Please feel free to check on the status of your application at anytime and/or ask questions.

Contact Information

Silver Bay YMCA of the Adirondacks
Emp Program Department
87 Silver Bay Rd
Silver Bay, NY 12874

Phone: (518) 543-8833, ext. 211
Fax: (518) 543-6733
E-mail: personnel@silverbay.org

| <u>Education</u> | <u>School Attended</u> | <u>City and State/Country</u> | <u>Dates Attended</u> | <u>Field of Study</u> | <u>Date Completed</u> |
|-----------------------|------------------------|-------------------------------|-----------------------|-----------------------|-----------------------|
| High School or GED | | | | | |
| College or University | | | | | |
| Graduate School | | | | | |
| Other | | | | | |

Work Experience:

Starting with present or most recent, list your last three previous employers. Include work-study, internships, self-employment, summer and part-time jobs. (If you have a resume please include it with this application).

| | |
|----------------------------|---------------------------|
| 1. Employer: _____ | Supervisor's Name: _____ |
| Address: _____ | Phone #: _____ |
| Positions: _____ | Duties: _____ |
| Dates of Employment: _____ | Reason for Leaving: _____ |
| 2. Employer: _____ | Supervisor's Name: _____ |
| Address: _____ | Phone #: _____ |
| Positions: _____ | Duties: _____ |
| Dates of Employment: _____ | Reason for Leaving: _____ |
| 3. Employer: _____ | Supervisor's Name: _____ |
| Address: _____ | Phone #: _____ |
| Positions: _____ | Duties: _____ |
| Dates of Employment: _____ | Reason for Leaving: _____ |

Position(s) for which you are applying:

Please refer to the employee information booklet or website for a list of available positions and job descriptions. List in order of preference the positions for which you are applying. You must be able to perform all the essential functions for any position you list. Silver Bay will support an internship/externship for all positions. **Please include either food service or housekeeping as one of your 4 choices.**

| | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Are you able to fulfill all of the essential functions for each? ___ Yes ___ No

If these positions are not available, are you willing to work in another position? ___ Yes ___ No

Would you be willing to consider a non-paid positions in exchange for room and board? ___ Yes ___ No

How did you learn about Silver Bay YMCA of the Adirondacks (if you have been referred by to Silver Bay by a former or current staff member, trustee or member please list his/her name) ? _____

SECTION I: Education, Experience and Skills

If you have experience, education or an interest in the following areas, please indicate your skill level below:

A = advance: teaching and/or supervisory work experience

B = basic: participated in and/or general knowledge

I = intermediate: some teaching and/or work experience

Blank = Not applicable

Child Development Experience

Ability Skill Age
 _____ Camp Counselor _____
 _____ Sunday School _____
 _____ Student Teaching _____
 _____ Youth Camping _____

Please list relevant course work:

Conference Support Services

Ability Skill
 _____ Audio/Visual _____
 _____ Electronics/Lighting/Sound _____
 _____ Other (please specify) _____

Craft Skills

Ability Skill
 _____ Basketry/Caning _____
 _____ Beading _____
 _____ Candle Making _____
 _____ Children's Crafts _____
 _____ Enameling _____
 _____ Leather _____
 _____ Pottery _____
 _____ Sterling Jewelry _____
 _____ Stained glass _____
 _____ Weaving _____
 _____ Watercolor _____
 _____ Other (please specify) _____

Environmental/Outdoor Education

Ability Skill
 _____ Environmental Ed/Science _____
 _____ Hiking _____
 _____ Outdoor Education _____
 _____ Other (please specify) _____

Food Service

Ability Skill
 _____ Banquet/Events Coordinator _____
 _____ Cashier _____
 _____ Cooking _____
 _____ Dishwasher _____
 _____ Food Prep _____
 _____ Host/Hostess _____
 _____ Ice-Cream Shop _____
 _____ Pizza Shop _____
 _____ Wait Staff _____
 _____ Other (please specify) _____

Grounds/Maintenance

Ability Skill
 _____ Carpentry _____
 _____ Gardening _____
 _____ Landscaping _____
 _____ Mechanical Repairs _____
 _____ Painting _____
 _____ Other (please specify) _____

Hotel Services

Ability Skill
 _____ Front Desk _____
 _____ Maid Service _____
 _____ Janitor _____
 _____ Other (please specify) _____

Leadership and Teambuilding

Ability Skill
 _____ Group Facilitation _____
 _____ Low Ropes Course _____
 _____ Other (please specify) _____

Performing Arts

Ability Skill
 _____ Acting _____
 _____ Dance _____
 _____ Instrument(s) please list:

__ Soprano __ Alto __ Tenor __ Bass
 _____ Other (please specify) _____

Office Experience

Ability Skill
 _____ Accounting/Bookkeeping _____
 Please list all relevant course work:

_____ Customer Service _____
 _____ Computers (software used) _____

_____ Receptionist _____
 _____ Other _____

School Activities

Ability Skill
 _____ Clubs (please list) _____

_____ Resident Hall Dir & Ass't _____
 _____ Other (please specify) _____

Sport Experience

Ability Skill
 _____ Archery _____
 _____ Group Exercise (list) * _____

 _____ Indoor Climbing _____
 _____ Strength & Conditioning _____
 _____ Swimming _____
 _____ Tennis _____
 _____ Other (please specify) _____

Volunteer Activities

_____ Organizations (please list) _____

Waterfront Skills

Ability Skill
 _____ Canoeing _____
 _____ Kayak Instructor * _____
 _____ Lifeguard * _____
 _____ Motor Boat Operator * _____
 _____ Sailing Instructor * _____
 _____ Swimming Instructor * _____
 _____ Other (please specify) _____

YMCA

Ability Skill
 _____ Employee (please check) _____
 _____ Leaders Club _____
 _____ Member (please check) _____
 _____ Youth & Government _____
 _____ Other (please specify) _____

* **Certification(s):** Include a copy and list the expiration date below.

| <i>Certification</i> | <i>Exp Date</i> |
|------------------------|-----------------|
| CPR | |
| CPR Instructor | |
| Driver's License (USA) | |
| EMT | |
| Group Exercise | |
| First Aid | |
| First Aid Instructor | |
| Kayak Instructor | |
| Lifeguard | |
| Lifeguard Instructor | |
| RN | |
| RTE | |
| RTE Instructor | |
| Sailing Instructor | |
| WSI/YSL Swim Lessons | |
| (Other) | |

SECTION II Children’s Leader Information:

If you have applied to be a children’s leader you must fill out this section. In an effort to place you where your talents are best suited, please complete the following information:

Age Groups:

Step 1: Rank the three categories Early Childhood, School-Age and Teens A, B, or C. (with A = first choice).

Step 2: Under each category rank your age group preference 1-3 (with 1 = first choice)

| | |
|---|--|
| _____ Early Childhood (Rank below 1-3) | _____ School-Age (Rank below 1-3) |
| _____ Robins (Infants ages 6wks – 18 mo) | _____ Woozles (1 st and 2 nd Graders) |
| _____ Crickets (Toddlers ages 18mo – 3 yrs) | _____ Chippies (3 rd and 4 th Graders) |
| _____ Wee-Woozles (Pre-School ages 3 – 5 yrs) | _____ Ravens (5 th and 6 th Graders) |
| | _____ Teen Program (Rank below 1-2) |
| | _____ Eagles (7 th and 8 th Graders) |
| | _____ Falcons (9 th and 12 th Graders) |

Second Job Assignments: Silver Bay runs a ½ day and full day camp program. In order to fulfill the compliment of hours the majority of the children’s leaders work a second job. Please rank your preference from 1 to 5 (with 1 = First Choice).

| | |
|--|---|
| _____ Archery Instructor | _____ Family Programming (Campfire, Game Night, Special Events, etc...) |
| _____ Boathouse Attendant | _____ Fitness Center Attendant |
| _____ Craft Shop | _____ Food Service |
| _____ Day Camp (All Day) – includes Sunday | _____ Indoor Climbing Instructor |
| _____ School or Sunday Babysitting duties | _____ Lifeguard |
| _____ Equipment Center Attendant | _____ Swim Lessons |

SECTION III Essay Questions:

Please answer the essay questions below on a separate sheet of paper. *New applicants* please answer all three questions.

Returning applicants seeking a new position please answer question two.

1. Share with us some of your goals in life and what you hope to gain from your Emp experience at Silver Bay YMCA of the Adirondacks?
2. Tells us why you choose the position(s) you requested and how you are qualified for them?
3. What else would you like us to know about you?

An Equal Opportunity Employer:

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Employment At Will:

New York State is an “employment at will” state. Therefore both the employer and the employee may generally terminate the employment relationship at any time and for any reason.

I certify that the information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

Signature: _____

Date: _____

Mission

The mission of Silver Bay YMCA of the Adirondacks is to offer all people opportunities to renew, refresh and nurture their spirit, mind and body.

Vision

The vision of Silver Bay YMCA of the Adirondacks is to be an outstanding family conference center that provides quality services in historically rich setting and is recognized as a welcoming community that connects generations, develops leaders, creates world mindedness, and feeds the soul.

Silver Bay YMCA of the Adirondacks
REFERENCE 1

To the Applicant: Please fill out the top of this form and present to each of your references. One reference may be from a former or current EMP(employee), the other two references must be from former employers, teachers, clergy, and/other people who know you on a professional or advisory basis. Reference from personal friends or relatives **WILL NOT** be accepted.

I, the applicant authorize _____ to provide relevant information for employment and give the Silver Bay
reference name
Association permission to contact my reference. I also waive the right to review this reference form after it has been submitted.

Signature: _____ Date: _____

Applicants Name: _____ Phone: _____

Address: _____
Street City State Zip

To the Reference:

The above individual has applied for a position on the summer staff of the Silver Bay YMCA of the Adirondacks, which is a YMCA Conference Center. Positions include front desk, housekeeping, food service, office work, lifeguard, children's programs, maintenance, conference set-up, and various program responsibilities. Summer staff lives at the Silver Bay in dormitories. This means that, in addition, to being capable of performing specific jobs, staff members are part of a community where positive, adult behavior is expected.

Please rate the applicant with respect for the following

| | Superior | Above Average | Average | Below Average | Not Satisfactory | Not Applicable |
|--|----------|---------------|---------|---------------|------------------|----------------|
| Sense of responsibility | | | | | | |
| Enthusiasm and initiative | | | | | | |
| Consideration of others | | | | | | |
| Leadership | | | | | | |
| Self-esteem | | | | | | |
| Volunteer spirit and willingness to serve | | | | | | |
| Communication skills | | | | | | |
| Works well with others | | | | | | |
| Honesty | | | | | | |
| Ability to learn from constructive criticism | | | | | | |
| Ability to follow direction | | | | | | |
| Good judgment/safety conscious | | | | | | |
| Punctuality and timeliness | | | | | | |
| General Appearance | | | | | | |

(over)

Please answer the following questions to the best of your ability

Silver Bay YMCA of the Adirondacks
REFERENCE 2

To the Applicant: Please fill out the top of this form and present to each of your references. One reference may be from a former or current EMP(employee), the other two references must be from former employers, teachers, clergy, and/other people who know you on a professional or advisory basis. Reference from personal friends or relatives **WILL NOT** be accepted.

I, the applicant authorize _____ to provide relevant information for employment and give the Silver Bay
reference name
Association permission to contact my reference. I also waive the right to review this reference form after it has been submitted.

Signature: _____ Date: _____

Applicants Name: _____ Phone: _____

Address: _____
Street City State Zip

To the Reference:

The above individual has applied for a position on the summer staff of the Silver Bay YMCA of the Adirondacks, which is a YMCA Conference Center. Positions include front desk, housekeeping, food service, office work, lifeguard, children's programs, maintenance, conference set-up, and various program responsibilities. Summer staff lives at the Silver Bay in dormitories. This means that, in addition, to being capable of performing specific jobs, staff members are part of a community where positive, adult behavior is expected.

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| Communication skills | | | | | | |
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| Honesty | | | | | | |
| Ability to learn from constructive criticism | | | | | | |
| Ability to follow direction | | | | | | |
| Good judgment/safety conscious | | | | | | |
| Punctuality and timeliness | | | | | | |
| General Appearance | | | | | | |

(over)

Please answer the following questions to the best of your ability

Silver Bay YMCA of the Adirondacks
REFERENCE 3

To the Applicant: Please fill out the top of this form and present to each of your references. One reference may be from a former or current EMP(employee), the other two references must be from former employers, teachers, clergy, and/other people who know you on a professional or advisory basis. Reference from personal friends or relatives **WILL NOT** be accepted.

I, the applicant authorize _____ to provide relevant information for employment and give the Silver Bay reference name Association permission to contact my reference. I also waive the right to review this reference form after it has been submitted.

Signature: _____ Date: _____

Applicants Name: _____ Phone: _____

Address: _____
Street City State Zip

To the Reference:

The above individual has applied for a position on the summer staff of the Silver Bay YMCA of the Adirondacks, which is a YMCA Conference Center. Positions include front desk, housekeeping, food service, office work, lifeguard, children's programs, maintenance, conference set-up, and various program responsibilities. Summer staff lives at the Silver Bay in dormitories. This means that, in addition, to being capable of performing specific jobs, staff members are part of a community where positive, adult behavior is expected.

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| Good judgment/safety conscious | | | | | | |
| Punctuality and timeliness | | | | | | |
| General Appearance | | | | | | |

(over)

Please answer the following questions to the best of your ability

