

**Silver Bay  
YMCA of the Adirondacks**

**Emp Program  
Application Instructions for Returning Emps**

Thank you for your interest in working for Silver Bay YMCA of the Adirondacks again this year! 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 1<sup>st</sup>.

**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 Association.

**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
- If seeking a new position answer essay question 2 on the application
- 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 1<sup>st</sup> 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](mailto: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 <sup>st</sup> and 2 <sup>nd</sup> Graders)
_____ Crickets (Toddlers ages 18mo – 3 yrs)	_____ Chippies (3 <sup>rd</sup> and 4 <sup>th</sup> Graders)
_____ Wee-Woozles (Pre-School ages 3 – 5 yrs)	_____ Ravens (5 <sup>th</sup> and 6 <sup>th</sup> Graders)
	_____ Teen Program (Rank below 1-2)
	_____ Eagles (7 <sup>th</sup> and 8 <sup>th</sup> Graders)
	_____ Falcons (9 <sup>th</sup> and 12 <sup>th</sup> 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.

**References**

Silver Bay is updating their personnel files. Please supply us with 3 references.

1) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_

Phone: \_\_\_\_\_