

SILVER BAY

YMCA of the Adirondacks



Emp Information Booklet

The Emp Experience...

Live, Work, Play, Relax and Grow

The Silver Bay YMCA of the Adirondacks, a 100-year old YMCA Conference and Training Center, is located on the shores of Lake George in New York State. This 600-acre facility serves over 1000 people per week during our busiest season. Like many YMCAs, Silver Bay has a long tradition of *building strong kids, strong families and strong communities* both locally and globally, and prides itself on the leadership opportunities it offers its employees (Emps).

Live..... in a unique place rich in tradition and history with a diverse community of college students, international students, families, teachers and retirees.

Work... in jobs that serve members and conferees coming to Silver Bay to relax, renew and replenish

Play..... by participating in variety shows, softball games, fitness programs, or a Broadway musical.

Relax... and enjoy swimming, boating, hiking, and watercolor classes, string quartet concerts or recline in an Adirondack chair on an old steamship dock.

Grow... in ways you could never imagine !

Historical Timeline

- 1898 The Wilson Hotel was built, now part of the Inn
- 1900 Silas Paine has the Inn built
- 1901 Luther Wishard, Silver Bay's founder, visits Lake George and sees the Inn for the first time
- 1902 The Silver Bay Association is founded
- 1903 First formal YMCA School
- 1904 Silver Bay is chartered by New York State
- 1906 Construction begins on the Auditorium
- 1907 Auditorium is completed, then burns down
- 1908 Auditorium is reconstructed
- 1910 First "experimental" scout leaders camp of the Boy Scouts of America was held at the site present Council Ring. The Boy Scouts of America was founded the following year
- 1916 Fischer Gymnasium construction begins
- 1917 Industrial Conference holds its first meeting. Now called the Leadership Forum, this is Silver Bay's oldest conference
- 1918 Silver Bay Boys School was founded
- 1927 Road over Tongue Mountain constructed
- 1933 First Lutheran Conference is held
- 1934 Silver Bay Boys School closes

- 1937 The first Baylights is published by the summer Emps, most likely can be attributed to the Boys School
- 1940 The Emps build the ERC (Employee Recreation Center)
- 1948 The Quakers New York Yearly Meeting begins
- 1967 The Silver Bay Association main office moves from New York City to Glens Falls
- 1968 First musical performance to benefit the Hague Volunteer Fire Department
- 1974 Bayview was constructed.
- 1980 Housing was provided to volunteers and staff of the Winter Olympics held in Lake Placid
- 1999 Brookside Community House was built and the Brookside Community House program begins
- 2002 Silver Bay celebrates its centennial
- 2004 Trinity House was built and the Brookside/Trinity ministry was begun
- 2006 The Silver Bay Association becomes Silver Bay

YMCA of the Adirondacks
Living in the Emp Community

Members of the Emp Community are expected to uphold the *YMCA's Core Values of Caring, Honesty, Respect and Responsibility* in their interactions with each other and the guests alike.

Dorm Life – The majority of the rooms are doubles with shared bathrooms down the hall. There is wireless Internet access available in a variety of locations.

The Emp Recreation Center (ERC)- This space is designated primarily for our employees use with a sand volleyball court, lounge, swim area and a dock, the ERC is perfect for relaxing on a warm sunny day.

Emp Activities- Emps Council, Dances, Musical, Sports, Variety Shows, Volunteer Service and more...

Emp Leadership Program- This weekly leadership development seminar is open to all employees. Led by Bruce Tamlyn, Silver Bay's Leadership Development and Spiritual Life Director, these interactive leadership training sessions incorporate the latest leadership trends.

Internship Opportunities

Silver Bay will work with Emps and their colleges to facilitate internships. Any of these positions can be used as an internship in business, human resources, recreational management, childcare, outdoor education, and hotel/restaurant management. Students interested should include a letter indicating their interest with their application.

Job Descriptions

The following list of job descriptions covers the majority of positions available at Silver Bay YMCA of the Adirondacks. All positions require a background check. If you are contracted for one of the jobs below, you will receive a more detailed description of the position. *All positions at Silver Bay are expected perform any and all duties as assigned.*

In order to fulfill the requirements of some positions Silver Bay offers a variety of certification courses prior to and/or during orientation including: Archery Instructor Level 1 Certification, First Aid, CPR, Lifeguard, USTA Tennis Instructor Workshop, Responding to Emergencies (RTE) and Swim Instructor.

Accounting Intern: Works with the finance department in handling the bookkeeping needs of the association related to accounts payable, cash receipts, reconciliations and clerical needs. Strong computer knowledge and course work including Accounting 1 and Accounting 2.

Archery Instructor: Under the supervision and leadership of the Certified Archery Instructor, conduct open shoot and special events (e.g., competitions, clout shoots...). Maintain safety and enforce policies of Silver Bay as it relates to the Archery range. Ability to demonstrate archery skills or a willingness to learn the equipment and terminology.

Boathouse - Team Leader, Instructors and Attendants: Must be familiar with the operation of motorboats and a strong swimmer. Knowledge of the proper handling of canoes, sailboats and kayaks is a must for instructors and desirable for attendants. Must possess excellent public relations and interpersonal skills and be able to lift and carry up to 40 lb.

Children's Programs - Team Leaders and Counselors: Education majors, YMCA experience and/or previous experience working with children is desired. Outdoor recreation, leadership development, and/or youth development experience preferred. Must be able to lift and carry up to 40 lbs. First Aid and CPR preferred.

- ***Half Day Camp-*** a three-hour children's program working with children ages 6 weeks to 12th grade, includes an every other week overnight for older children and occasional Child Watch(babysitting).

- **Full Day Camp-** a seven-hour children's program working with youth entering grades 1st through 8th, includes an every other week overnight, Sunday babysitting or Sunday school and occasional ChildWatch (babysitting).
- **Teen Program-** a flexible weekly program that offers a variety of activities from overnight camping trips to leadership development, to youth grades 9th through 12th.

Some children's leaders may be assigned to work in other areas (e.g. archery, boathouse, fitness center, etc.) to fulfill the complement of hours required. *See Section III on the application to request age groups and second jobs.*

Climbing Wall – Instructors (Part-Time Position): Works with a team to develop innovative programs, which promotes a healthy spirit, mind and body on an indoor 24' x 24' climbing wall. Must be safety conscious, have a basic understanding of equipment, able to belay and to demonstrate and instruct youth and adults in climbing techniques and safety. *First Aid and CPR required. *Part-time position must be combined with another to fulfill a regular workweek.*

Conference Intern: Work with the conference department in the planning and execute conferences, events and special functions. Proficient administrative, organizational and communication skills a must, and the flexibility to expect the unexpected are necessary.

Conference Set-up and Staff: Assist with the needs of conference groups such as setting up, taking down and cleaning meeting spaces and operating AV equipment. Knowledge of Audio Visual equipment desired but not required. Ability to lift and carry 50 lbs and be available to work late shifts and split shifts to meet conference needs. Valid driver's license required.

Craft Shop - Team Leader and Instructors: Must be able and willing to teach arts and crafts to members of all ages. Ability to learn, read instructions and handle many tasks at once is important. Excellent organizational and public relations skills are necessary. Must be skilled in at least two of the following crafts: pottery, sterling jewelry, stained glass, basketry, copper enameling, weaving, beadwork and children's crafts.

Emp Program Team Leader and Staff: Responsible for creating a positive community for Emps(employees). Must arrive at Silver Bay a second week of June and depart after the third week in August.

- ***Emp Program Team Leader:*** Works with the Program Director in providing direction to the Emp Program. Serves as the primary liaison to the international community, supervises the Activities Coordinator and Resident Hall Team Leader.
- ***Emp Activities Coordinator:*** Acts as liaison to the Emps Council by mobilizing a group of Emp volunteers “Emp Council” who coordinate activities, publish “Baylights” the annual yearbook and create annual fundraisers. Oversees the budget publishes a weekly calendar of events. Must have strong leadership skills and enthusiasm. Valid driver’s license required. *Part-time position must be combined with another to fulfill a regular workweek.*
- ***Resident Hall Team Leader and Staff:*** Oversees staff as a role model, mediator and confidant. Communicates and enforces the policies of the Association. Serves on either Emps Council or the Baylights staff. (Done in combination with a regular workweek. Additional \$75 per week above salary schedule.)

Family Program Staff: Design and develop programs for families such as game nights, campfire, and other special intergenerational events. Support the needs of the program and conference department. *Part-time position must be combined with another to fulfill a regular workweek.*

Fitness Center: - Team Leader, Instructors and Attendants: Attendants monitor and maintain the entire facility including from gyms to fitness center; providing guidance to guests with equipment operation and proper technique, and general cleaning. Instructors teach classes for both adults and youth. Both positions require strong public relations skills and proven fitness knowledge. *First aid and CPR required. Instructors must be certified.

Food Service: Food Service workers may be asked to work in one or all of the following areas:

- ***Banquet Set-Up - Team Leader and Staff:*** Responsible for special catering and delivery of food set-ups. Ability to lift and carry 50 lbs and be available to work late shifts and split shifts to meet conference needs. Valid driver’s license required.
- ***Dining Room - Team Leader(s) and Staff:*** Work a variety of positions including waiting tables, cooking, food preparation, dishwashing, and bussing tables. Ability to lift and carry 25 lbs.
- ***Ice Cream Store - Team Leader(s) and Staff:*** Duties include pizza making, scooping ice cream, cashier and customer service. These positions are

predominately an afternoon and evening schedule. Strong interpersonal skills required and ability to lift and carry 25 lbs.

Front Desk Attendants: In addition to being a responsible and professional team player, duties include check-in/check-out of guests, switchboard operation, and communication with guests. Computer skills and the ability to learn new programs are essential along with basic accounting knowledge & cashier experience. The ability to read and speak English well is necessary.

Gardener: Works with year-round gardener to maintain and improve several gardens on the campus. Must have a basic knowledge of plants and flowers. Must be able to lift and carry up to 40 lbs.

Health Officer - Team Leader and Staff: Treats guests and Emps for simple health problems and injuries, and responding to emergencies. Staff weekly office hours, maintain equipment and supplies and responsible for on-campus health issues. *RTE, NY State EMT, and/or NY State RN required. (When done in combination with a regular workweek, on-call hours available. Additional \$25 per shift above salary schedule.)

Hospitality - Team Leader(s) and Staff: Serve as a member of a crew responsible for cleaning and general housekeeping in the rooms, cottages, lodges and public spaces on the campus. Stamina is required for the physically strenuous work involved, e.g., moving furniture and ability to lift and carry up to 50 lbs. Work with cleaning chemicals.

Leadership Development Intern: Designs and implements of special programs for conference groups. Duties include program delivery ranging from family programming to corporate team building and leadership. This position requires the applicant to train, recruit and supervise staff assigned to each specialty program delivered. Low ropes course experience preferred. Proficient administrative, organizational and communication skills a must, and the flexibility to expect the unexpected are necessary.

Maintenance/Grounds: Assist year-round employees with upkeep of buildings and grounds to include painting, trash removal, lawn care, and minor repairs. Must be able to lift and carry up to 50 lbs. Works independently and therefore must be able to follow instructions and complete tasks on time. Valid driver's license required.

Marketing Intern: Works with the marketing and communications specialist to produce marketing materials – print, photo and video – for current and future use. Duties may include publication of weekly schedule of events, photographing events, website support as directed, maintaining of bulletin boards, and producing flyers. Experience with photography a must Please submit samples of your work with application.

Music Team Leader and Staff: Provide a variety of programs for children, members and Emps. The music team leader holds one of the following positions in conjunction with supervising the music staff.

- **Music and Theater Coordinator:** Provides leadership to the EMPS Broadway show and variety shows. Experience with directing a Broadway show and/or equivalent theatrical experience required. Keyboard skills are preferred. Excellent organizational and public relations skills are necessary
- **Music Teacher:** Works with the Children’s Program Director in providing music enrichment activities for children’s groups. Works with the Music and Theater Coordinator providing leadership and support to the EMPs Broadway show and variety shows. Position requires demonstrated musicianship as a performer, music education major, and/or conductor. Keyboard skills are preferred. Excellent organizational and public relations skills are necessary.
- **String Quartet Member and Pianist:** Performs solo and with the string quartet at evening vespers and weekly concerts. Plays in the orchestra pit for the Broadway show. Audition tapes may be required. Excellent organizational and public relations skills are necessary.

Nature Center/Hiking - Team Leader, Hike Leaders and Environmental Educators: Lead hikes on over 600 acres of hiking trails. Instruct environmental education classes for youth and adult groups. Knowledge of Adirondack flora and fauna, or ability to learn. Working outdoors in all kinds of weather is required. Must be able to hike on rough terrain and carry up to 40 lbs and do any other duties assigned. *First Aid and CPR required.

Spiritual Life Team: Depending on the position duties may include: program delivery such as teaching classes, bible study, labyrinth walks, vespers and Sunday school teacher, providing peer counseling and support to staff and members; and daily administrative tasks from answering phones to coordination of programs.

Summer Program Coordinator: Works with the Program Department in coordinating the weekly program schedule, supporting program events. Supervises

the Family Programming Team developing programs including game nights, family campfire, and other special intergenerational events. Works with the conference services team in supporting the needs of conferences and groups.

Teen Art Instructor: Organizes watercolor/crafts program for teens, which includes classes, exhibits, and possibly evening programs. Works with the Watercolor instructor providing assistance as needed. Must have the ability to teach and demonstrate watercolor painting and teenage appropriate crafts.

Tennis/Equipment Center - Team Leader, Instructors and Attendants: Duties may include teaching tennis lessons, servicing the clay courts, conducting tournaments, overseeing tennis, and the distribution of equipment.

Watercolor Instructor: Organizes watercolor program, which includes classes, exhibits, and evening programs. Must have the ability to teach and demonstrate watercolor painting.

Waterfront Director and Staff: The Waterfront Director supervises the Lifeguard and Swim Instructor Team Leaders. Ensures, quality services and that all NY State and Association Policies and procedures are being followed.

- ***Lifeguard - Team Leader and Guards:*** Maintain safety and enforce policies of Silver Bay as it relates to conduct at beaches and waterfront. Maintain the cleanliness of the beach areas. Waterfront experience preferred. *YMCA Lifeguard and/or Red Cross Waterfront Lifeguard, First Aid and CPR required. (Silver Bay can provide certification prior to orientation)
- ***Swim Instructors - Team Leader and Instructors:*** Works with the team to conduct two daily swim lessons. Create weekly lesson plans and teach to all levels and ages. *YMCA YSL and/or Red Cross WSI certification required. (Silver Bay can provide certification prior to orientation) *Part-time position must be combined with another to fulfill a regular workweek.*

Before & After Summer

Early Crew and Late Crew - Work in a variety of departments including: conference set-up, food service, housekeeping, maintenance and program. *Early Crew arrives early May to early June. Late Crew leave as early as mid-September and as late as November.*

New Student Orientation: Facilitate either three-day backpack trip, and/or a three-day on-site teambuilding experience for college students, through Labor Day. Must participate in training program. Outdoor recreation and/or teambuilding experience preferred. Must be able to lift and carry up to 40 lbs.

Scholarship Opportunities

EMPS' Fellowship Scholarship Fund: The purpose of this scholarship is to provide additional financial support (at least \$1000), to a summer employee who, but for this assistance, would not otherwise be able to work at Silver Bay YMCA of the Adirondacks. Any person enrolled full-time in an accredited college is encouraged to apply. Applications are reviewed beginning February 15th and are accepted through June 1st. To request an application, please notify the Emp Program Department.

Peter Neal Memorial Scholarship: This scholarship is awarded to the Emp(s) who best exemplifies the spirit of service and commitment to enriching the lives of others through their work at Silver Bay. The award is to be used for educational expenses at an accredited U.S. institution and any student pursuing an Associate, Bachelor or Graduate degree is eligible to apply. Applications are available in July.

John Costello Memorial Scholarship: This scholarship is awarded to a person(s) who enjoys the arts and is looking to enrich their lives and others through the Silver Bay Experience. Developed in memory of John Costello, a local resident who worked at Silver Bay. The recipient(s) of this award is expected to help organize a coffee house to raise money for the continuation of this scholarship. Applications are due prior to the start of the summer season. Please contact the Emp Program Department for an application.

Springfield College YMCA Matching Scholarship Fund: Both undergraduate and graduate students at Springfield College, in the YMCA minor program, who received one of the above scholarships is eligible for matching funds through Springfield College. For further information please contact the Office of YMCA Relations at Springfield College.

Salary Schedule

Staffs are scheduled to work on average 40-44hrs per week. As needed staff may have an opportunity to work more hours outside their normal work schedule, for additional compensation.

<i>Classification</i>	<i>Compensation</i>
SERVE Team	Housing and Meals - Based on 20-24 hours/week.
*Base Pay	\$175-\$225/week
*Team Leader	\$255-\$400/week
*Early/Late Crew	Paid an hourly rate of \$5.50-\$7.50.
<i>Additional Responsibilities</i>	
Resident Hall Staff	\$75/week approximately 3-4 nights a week.
On-Call Health Officer	\$25 per overnight shift.
New Student Orientation(s)	\$250/program plus training time.

*Varies depending on position and certification.

In addition to the above weekly compensation, housing, meals and full membership privileges are also provided. Employees will also receive a portion of the Employee Appreciation Gratuity Fund.

Policies

1. Emps may not possess or use alcohol or drugs while on the Silver Bay Campus.
2. Quiet hours are observed from 11:00pm to 7:00am.
3. Smoking is not permitted indoors or at our beaches and is permitted only in designated areas.
4. Pets are not permitted on campus with the exception of service animals.

A more detailed list of policies and procedures will be sent with your letter of hire.

Contact Information

Silver Bay YMCA of the Adirondacks
Emp Program Department
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Silver Bay, NY 12874
Phone: 518 543-8833 ext. 211
Fax: 518 543-6733
E-mail: personnel@silverbay.org
Website: www.silverbay.org

Applications will be accepted on a rolling basis throughout the year. Interviews will begin in February. Hiring continues until all positions are filled.

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 a historically rich setting and is recognized as a welcoming community that connects generations, develops leaders, creates world mindedness and feeds the soul.

