

**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

SILVER BAY

YMCA of the Adirondacks

Application for Seasonal Employment

Please submit this application to:

Emp Program Department

Silver Bay YMCA of the Adirondacks

87 Silver Bay Rd

Silver Bay, NY 12874

Phone: (518) 543-8833 ext. 211

Fax: (518) 543-6733

Email: Personnel@silverbay.org

For Office Use Only

Received _____

Hire Dates _____ - _____

Position _____

Compensation \$ _____

Please Print or Type

Name: _____
First (Nickname) Middle Last

Social Security #: _____ Will you be at least 18 years old by June 1st? ___ Yes ___ No

Cell Phone #: _____ Email Address: _____

<i>Permanent Address</i>	<i>Current/School Address</i>
Street/PO Box: _____	Street/PO Box: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Country: _____	Country: _____
Permanent Phone #: _____	Current/School Phone #: _____

* Earliest Arrival Date: _____ *Latest Departure Date: _____

*** Preference will be given to those employees who can arrive early and stay late.**

Have you ever been employed by Silver Bay YMCA of the Adirondacks? ___ Yes ___ No

If Yes, what year(s) and in what position(s)? _____

Have you ever worked with another YMCA? ___ Yes ___ No

If Yes, in when and in what position(s)? _____

Eligibility for Employment:

I understand that if offered a job, I will be permitted to work only upon providing Silver Bay YMCA of the Adirondacks with documentation establishing my legal authorization for employment in the United States.

Are you legally authorized for employment as a citizen or national of the United States, a lawful Permanent Resident Alien or an Alien otherwise permitted to work in the United States? ___ Yes ___ No

Criminal Conviction Statement:

Have you ever been convicted of, or pled guilty to a felony? ___ Yes ___ No

If Yes, please give details: _____

(A "yes" answer does not automatically disqualify you from employment. The date and nature of the offense, and the job you are applying for will be considered.)

<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

1. In what capacity do you know the applicant?
2. How long have you known the applicant?
3. What are the applicant's greatest strengths and weaknesses?

4. Would you recommend the applicant for employment? Why or why not?

5. Additional comments that may help us determine the most suitable placement for the applicant?

<u>Reference:</u>				
Reference Name (Print): _____		Phone: _____		
Company Name: _____		Title: _____		
Address: _____				
Street	City	State	Zip	
Signature: _____		Date: _____		

The applicant's application will be held until this form is received, please return by fax or mail to:

EMP Personnel Department
Silver Bay YMCA of the Adirondacks
87 Silver Bay Rd
Silver Bay, NY 12874
Phone: (518) 543-8833 ext 211
Fax: (518) 543-6733
Email: Personnel@silverbay.org

Reference Verification	
<i>For Office Use Only:</i>	
Initial	
Date	

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.

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

1. In what capacity do you know the applicant?
2. How long have you known the applicant?
3. What are the applicant's greatest strengths and weaknesses?

4. Would you recommend the applicant for employment? Why or why not?

5. Additional comments that may help us determine the most suitable placement for the applicant?

<u>Reference:</u>				
Reference Name (Print): _____		Phone: _____		
Company Name: _____		Title: _____		
Address: _____				
Street	City	State	Zip	
Signature: _____		Date: _____		

The applicant's application will be held until this form is received, please return by fax or mail to:

EMP Personnel Department
Silver Bay YMCA of the Adirondacks
87 Silver Bay Rd
Silver Bay, NY 12874
Phone: (518) 543-8833 ext 211
Fax: (518) 543-6733
Email: Personnel@silverbay.org

Reference Verification	
<i>For Office Use Only:</i>	
Initial	
Date	

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.

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

1. In what capacity do you know the applicant?
2. How long have you known the applicant?
3. What are the applicant's greatest strengths and weaknesses?
4. Would you recommend the applicant for employment? Why or why not?
5. Additional comments that may help us determine the most suitable placement for the applicant?

<u>Reference:</u>				
Reference Name (Print): _____			Phone: _____	
Company Name: _____			Title: _____	
Address: _____				
Street	City	State	Zip	
Signature: _____			Date: _____	

The applicant's application will be held until this form is received, please return by fax or mail to:

EMP Personnel Department
Silver Bay YMCA of the Adirondacks
87 Silver Bay Rd
Silver Bay, NY 12874
Phone: (518) 543-8833 ext 211
Fax: (518) 543-6733
Email: Personnel@silverbay.org

Reference Verification	
<i>For Office Use Only:</i>	
Initial	
Date	