

# Silver Bay YMCA

## *Emp Program*

### **Application Instructions for New Emps**

Thank you for your interest in working for Silver Bay YMCA! 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 YMCA.**

#### **Emp Information Booklet**

The Emp Booklet shares information about 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
  - 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  
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)



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SILVER BAY YMCA

## Application for Seasonal Employment

**Please submit this application to:**

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87 Silver Bay Rd  
Silver Bay, NY 12874

Phone: (518) 543-8833 ext. 211  
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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 1<sup>st</sup>? \_\_\_ 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

Do you require on-campus housing? \_\_\_ 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 (if you have been referred by to Silver Bay by a staff member, trustee or guest 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 Sports \_\_\_\_\_

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 \_\_\_\_\_  
 \_\_\_\_\_ Quilting \_\_\_\_\_  
 \_\_\_\_\_ Sewing \_\_\_\_\_  
 \_\_\_\_\_ 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 \_\_\_\_\_  
 \_\_\_\_\_ Coffee Shop \_\_\_\_\_  
 \_\_\_\_\_ 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: \_\_\_\_\_  
 \_\_\_\_\_

**Vocal**

\_\_\_\_\_ Soprano \_\_\_\_\_ Alto  
 \_\_\_\_\_ Tenor \_\_\_\_\_ Bass  
 \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Office Experience**

*Ability Skill*  
 \_\_\_\_\_ Accounting/Bookkeeping \_\_\_\_\_  
 Please list all relevant course work:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Computers (software used) \_\_\_\_\_

**School Activities**

*Ability Skill*  
 \_\_\_\_\_ Club(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 \* \_\_\_\_\_  
 \_\_\_\_\_ Public Vessel Pilot \* \_\_\_\_\_  
 \_\_\_\_\_ 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.

Certification	Exp Date
CPR/ CPR Inst.	
Driver's License (USA)	
EMT	
Group Exercise	
First Aid/ First Aid Inst.	
Kayak Inst.	
Lifeguard/ Lifeguard Inst.	
RN	
RTE/ RTE Inst.	
Sailing Inst.	
WFR	
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:**

Step1: 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 (6 – 7 yrs.)
_____ Crickets (Toddlers ages 18mo – 3 yrs)	_____ Chippies (8 – 9 yrs.)
_____ Turtles (Pre-School ages 3 – 4 yrs)	_____ Ravens (10 – 11 yrs.)
_____ Wee-Woozles (5 yrs)	_____ Teen Program (Rank below 1-2)
	_____ Eagles (12 – 13 yrs.)
	_____ Falcons (14 – 17 yrs.)

**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	_____ Fitness Center Attendant
_____ Boathouse Attendant	_____ Indoor Climbing Instructor
_____ Craft Shop	_____ Lifeguard
_____ Day Camp (All Day)	_____ Swim Lessons, Sunday School, Campfire
_____ Equipment Center Attendant	

**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: \_\_\_\_\_

**Our Mission**

To foster a lifelong sense of belonging, strengthen relationships, and nurture spirit, mind, and body for all.

**Our Impact**

Because of the Silver Bay YMCA, personal and family bonds are stronger. People are more connected, respectful, and caring; have the confidence to develop to their fullest potential; and impact the communities in which they live. Inspired by the beauty of the landscape at Silver Bay, they become better stewards of the environment.

## Silver Bay YMCA REFERENCE 1

**To the Applicant:** Please fill out the top of this form and present to each of your references. One reference must be a personal contact or family member, the other two references must be from former employers, teachers, clergy, and/or other people who know you on a professional or advisory basis.

I, the applicant authorize \_\_\_\_\_ to provide relevant information for employment and give the Silver Bay 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, 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						

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?

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

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  
87 Silver Bay Rd  
Silver Bay, NY 12874  
Phone: (518) 543-8833 ext 211  
Fax: (518) 543-6733  
Email: [Personnel@silverbay.org](mailto:Personnel@silverbay.org)

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

## Silver Bay YMCA REFERENCE 2

**To the Applicant:** Please fill out the top of this form and present to each of your references. One reference must be a personal contact or family member, the other two references must be from former employers, teachers, clergy, and/or other people who know you on a professional or advisory basis.

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Date: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

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Company Name: _____		Title: _____	
Address: _____			
Street	City	State	Zip
Signature: _____		Date: _____	

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Date: \_\_\_\_\_

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Address: \_\_\_\_\_  

Street
City
State
Zip

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