

# Silver Bay YMCA

## Emp Program Application Instructions for Returning Emps

Thank you for your interest in working for Silver Bay YMCA 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 and essay 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) 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:*

Emp Program 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

### *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? \_\_\_ 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 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:**

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 (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/Climbing Wall |
| _____ | Boathouse Attendant | _____ | Lifeguard                              |
| _____ | Craft Shop          | _____ | Swim Lessons, Sunday School, Family    |
| _____ | Day Camp (All Day)  | _____ | Campfire                               |

**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?
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.