

# SILVER BAY YMCA

## Conference and Family Retreat Center



# THE EMP PROGRAM 2025

## On-site Housing and Meal Options Available

### OUR MISSION

To foster relationships, strengthen communities and nurture spirit, mind and body for all.

### OUR IMPACT

Because of Silver Bay YMCA, connections between people and family are stronger. People are more connected, respectful and caring. They have the confidence to develop to their full potential and to positively impact the communities in which they work and live. As a result, communities are more dynamic, inclusive and diverse. As stewards of Lake George, we inspire people to be stewards of the environment while they are visiting our magnificent campus and in their home communities.

### CONTACT INFORMATION

SILVER BAY YMCA - EMP Program Department

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# THE EMP PROGRAM AT SILVER BAY YMCA



## WHAT IS SILVER BAY YMCA?

Silver Bay is not a traditional “Gym & Swim” YMCA. Silver Bay provides the canvas for family reunions, spiritual, and business conferences, and family vacations. Our 700-acre, lakeside campus serves over 1,000 people per week during our busiest season.

Silver Bay has a long tradition of fostering youth development, healthy living and social responsibility both locally and globally and prides itself on the leadership opportunities it offers its EMPs.

## WHAT IS AN EMP?

The EMP Program is Silver Bay’s longest standing tradition. Our employees, the EMPs, are more than just hired help, they are part of something much bigger. The EMPs of Silver Bay form a special community. While we all have different jobs to do in regards to serving our guests, the EMP Program offers a world of recreational, spiritual, and cultural opportunities.

**Living in Community:** Many EMPs, about 180, choose to live in our dormitory-style housing and eat meals together in our Dining Room. Dozens more, who live in our local community, choose to live off property and commute to work. Regardless of where you live, or how many hours you work, we are all EMPs.

**The EMP community:** is generally comprised of college students, international students, retirees, educators, and families. We pride ourselves on opening our guest experience to our staff. Almost all recreational opportunities that are open to our guests are available for EMPs too!

All EMPs receive a reciprocal pass which offers free or discounted admission to many local and regional attractions.

# EMPLOYMENT DATES & SALARY

## EMPLOYMENT DATES

**June 16 – August 23, 2025**

Dates of availability will be taken in to consideration when placing applicants in desired positions.

## EARLY CREW AND LATE CREW

Looking to extend your summer experience? Silver Bay has employment opportunities from **May 1st** through **November 18th**. Please make sure to list your earliest arrival date and latest departure date on the application. Work in a variety of departments including: conference set-up, food service, housekeeping, maintenance and program.

## 2025 SALARIES

Staff are scheduled five days a week and average 32 – 40hrs (depending on guest load).

|                             |                         |
|-----------------------------|-------------------------|
| <b>Base Pay</b>             | <b>\$15.50 Per Hour</b> |
| <b>Front Desk/Concierge</b> | <b>\$16.75 Per Hour</b> |
| <b>Lifeguard</b>            | <b>\$16.75 Per Hour</b> |
| <b>Team Leader</b>          | <b>\$16.75 Per Hour</b> |

Unless otherwise stated above all positions listed in the book will be paid the Base Rate. A deduction of \$160/week will be taken for housing and meals for those living on campus.

The overtime rate is 1.5 times the hourly rate.

**ALL OVERTIME MUST BE APPROVED IN ADVANCE BY DIRECTOR LEVEL MANAGEMENT**



# 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.

## IMPORTANT POLICIES

- Silver Bay is a dry campus except designated accommodations and permitted special functions. Only staff over the age 21 living in a designated dorm may possess alcohol. Outside these circumstances, staff may not possess or use alcohol or drugs while on the Silver Bay Campus.
- Quiet hours are observed from 11:00 p.m. to 7:00 a.m.
- Smoking is permitted only in designated areas.
- Pets are not permitted on campus with the exception of approved service animals.

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

\*Applications will be accepted on a rolling basis throughout the year. Letters of hire will be sent in March. Hiring continues until all positions are filled.

## DORM LIFE

The majority of the rooms are doubles with shared bathrooms down the hall. Free laundry facilities are available in the staff dorms. Roommates will be assigned, or you may indicate on your EMP Housing Form a specific person that you'd like to be your roommate. We cannot guarantee specific housing or roommates.

## TECHNOLOGY

We hope that you spend your time at Silver Bay living in the moment, but we know how important it is to stay connected. Wireless Internet is available across campus and cell phone service is generally best available through AT&T or Verizon. Cell phone use on the job is prohibited.

## THE EMP RECREATION CENTER (ERC)

This beautiful lakeside building is designated primarily for our employees use and serves as a location for many EMP activities.

## EMP ACTIVITIES

Silver Bay provides a variety of activities for the staff to participate in dances, sports competitions, variety shows, volunteer service, coffee house performances, leadership training, special programs, and more!



# SCHOLARSHIPS AVAILABLE TO EMPS

## DID YOU KNOW?

There are multiple scholarships available for EMPS at Silver Bay! Apply today for academic financial support.

## 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. Any EMP 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; any student pursuing an Associate, Bachelor or Graduate degree is eligible to apply. Applications are available in July.

## JOHN COSTELLO MEMORIAL SCHOLARSHIP

Timothy and Karen Costello created this fund in 2004 in memory of their son John Costello,

a local resident and a beloved summer Emp at Silver Bay YMCA. John loved artistic endeavors of all kinds and this scholarship award will be given to individuals who love, appreciate and pursue an art discipline. This award is intended to help the recipient pursue their artistic passion and follow their dreams of accomplishment in their chosen field of art. Artistic areas include but are not limited to Theatre, Painting, Drawing, Music, Creative Writing, Poetry, Dance, Culinary Arts, Metal Arts, Ceramics, Graphic Arts, et al. Applications are available in July.

## SPRINGFIELD COLLEGE YMCA MATCHING SCHOLARSHIP FUND

Both undergraduate and graduate students at Springfield College, who received one of the above scholarships, are eligible for matching funds through Springfield College. For further information, please contact the Office of YMCA Relations at Springfield College.

## TIMMERMANN AWARD

The Bernhard and Matilda Timmermann Award will be given each year to an EMP undergraduate who has made a significant contribution to the photographic life of the Silver Bay YMCA, in support of our Sales and Marketing at Silver Bay YMCA. Applications are available in July.



# JOB DESCRIPTIONS



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

**\*Position availability and Dates may be subject to change**

Paid training is available in order to fulfill the requirements of some positions at Silver Bay. We offer a variety of certification courses prior to and/or during orientation including: Archery Instructor Level 1 Certification, First Aid, CPR, Lifeguard, Responding to Emergencies (RTE) and Swim Instructor.

## INTERNSHIPS

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

## ARCHERY

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### ARCHERY INSTRUCTOR

Must conduct open shoot hours and special events (competitions, clout shoots, etc.). Must be able to maintain a safe archery range and enforce policies of Silver Bay as it relates to the Archery range. An instructor training course will be provided at orientation.

### ARCHERY TEAM LEADER

Oversees the Archery program and manages the staff. Must hold USA Archery Level 1 Instructor Certification or higher.



# BEACHES

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## LIFEGUARDS

Responsible for maintaining safety and enforcing the policies of Silver Bay as they relate to conduct at beaches and waterfronts. Maintain the cleanliness of the beach areas. Waterfront lifeguarding experience preferred. Silver Bay can provide lifeguard/CPR training before orientation.

## SWIM INSTRUCTORS

Lifeguards who work as a team to conduct two daily swim lessons during the week. Create weekly lesson plans and teach all ages.

## WATER SAFETY INSTRUCTOR

Oversees the swim lesson program and manages the Swim Instructors. Must hold Red Cross WSI or YMCA YSL.

# BOATHOUSE

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## BOATHOUSE STAFF

Must be familiar with the operation of motorboats and be strong swimmers. Knowledge of handling canoes, kayaks, sailboats, and SUPs is required. Must possess a New York State Safe Boaters Certificate.

## SAILING INSTRUCTOR

Provides sailing lessons and oversees the sailboat screening tests and weekly race.

## BOATHOUSE TEAM LEADER

Oversees the Boathouse and manages the staff.



# PROGRAM STAFF

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Supports the needs of program areas, provides various family programs, facilitates team building and customized programs for conferences, and supports other departments as needed



# GYMNASIUM

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## FISHER GYM STAFF

All positions include monitoring the fitness center, staffing Fisher Lounge Café, overseeing and belaying the rock wall, and general cleaning of the entire facility.

## FITNESS INSTRUCTORS

Must have experience teaching and certification in all classes they provide.

## FISHER GYMNASIUM TEAM LEADER

Oversees the Fisher Gym and manages the staff.



# LIBRARY

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## LIBRARIAN

Distributes and collects books, maintains the card catalog and historical documents, and develops programs such as weekly book groups.



# MUSIC PROGRAM

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## STRING QUARTET AND PIANIST

Perform solo and together at evening vespers, weekly concerts, worship services, and other special events. The position requires demonstrated musicianship as a performer or music education major.

## ACCOMPANIST

Works with the choir director to oversee the Sunday Choir, facilitates the weekly hymn singing, and performs across campus at various events.

## MUSIC TEAM LEADER

Serves as a member of the String Quartet, oversees the music program, and manages the staff.







## NATURE CENTER

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### NATURE CENTER STAFF

Responsible for the overall maintenance of our hiking trails. Must be able to lead hikes, work outdoors in all kinds of weather, facilitate nature-related programs, and hike on rough terrain. Wilderness First Aid and CPR are required. NATURE CENTER TEAM LEADER oversees the Nature Program and manages the staff.

## SQUIRE ART STUDIO

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### SQUIRE ART STUDIO INSTRUCTOR

Must be able to confidently teach one or more of the following skills: Basketry, Beading, Enamel, Kids Crafts, Leather Pottery, Tie Dye, Stained and Fused Glass, Silver, Quilting, Weaving to guests of all ages and ability levels. Must possess excellent teaching and customer service skills.

### SQUIRE ART STUDIO TEAM LEADER

Oversees the Squire Art Studio Program and manages the staff. The Team Leader must be knowledgeable in most of the Studio's offerings.



## WATERCOLOR

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### WATERCOLOR INSTRUCTOR

Organizes the watercolor program, which includes classes, exhibits, and evening programs. Must be able to teach and demonstrate watercolor painting to guests of all ages and skill levels.



# TENNIS

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## TENNIS INSTRUCTOR

Duties may include leading children's tennis lessons, teaching pickleball lessons for various ages, private tennis lessons, facilitating daily round robins, helping with weekly tennis tournaments, managing the court sign-up process, maintaining the courts, processing payments for private lessons and other tennis merchandise.

## HEAD TENNIS PRO

Oversees the Silver Bay tennis program, provides direction to those who teach tennis, and manages facility maintenance. They ensure court times are appropriately scheduled and that records and money matters are handled accurately. This person also oversees all tennis-organized events.

# YOUTH & TEEN JOBS

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## DAY CAMP STAFF

Provides a creative and exciting program for children ages three years through 14. Education majors, YMCA experience, or previous experience working with children are desired. Outdoor recreation, leadership development, or youth development experience preferred. First Aid and CPR are preferred. Must be able to do physical activity (i.e., sports, running, and jumping.)

## HALF-DAY CAMP STAFF

Work with the half-day camp program, providing services from 8:30 a.m. to 11:30 a.m. and serving as Program Staff to fulfill the balance of their 40 hour work week.

## FULL-DAY CAMP STAFF

Work with the full-day camp program, providing services from 8:30 a.m. through 3:30 p.m.

## DAY CAMP TEAM LEADER

Oversees the Day Camp and manages the staff.



## HEALTH OFFICER

Oversees the health and first aid needs of Silver Bay YMCA's day camp program. The health officer will review and maintain all camper health documents, appropriately handle camper medication, administer first aid, and summon and assist EMS as needed. Must possess New York RN or EMT and meet NY State DOH Camp Health Office requirements and will be listed on the day camp license.



## CONFERENCE SERVICES

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### CONFERENCE ASSISTANT

Works with the conference department to plan and execute conferences, events, and special functions. Proficient administrative, organizational, and communication skills and the flexibility to expect the unexpected are necessary.

### CONFERENCE SET-UP (CSU)

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 is desired but not required—the ability to work late shifts and split shifts to meet conference needs. A valid driver's license is required.

## FOOD SERVICES

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### FOOD SERVICE STAFF

Support the front and back of the house and catering functions through a series of assigned tasks.

### DINING ROOM STAFF

Greet and assist guests, clear tables, maintain table set-ups, maintain bus stations, and clean the dining room and outdoor food service areas.

### CAFÉ LINE

Serves guests from the buffet line and maintains the salad bar and beverage area.

### DISHROOM

Washes dishes, assists in general cleaning and maintenance of the kitchen, loading dock, dining room, and surrounding areas, and receives deliveries.

### PREP COOK

Produces hot/cold food items for service in the dining room and various catered functions.

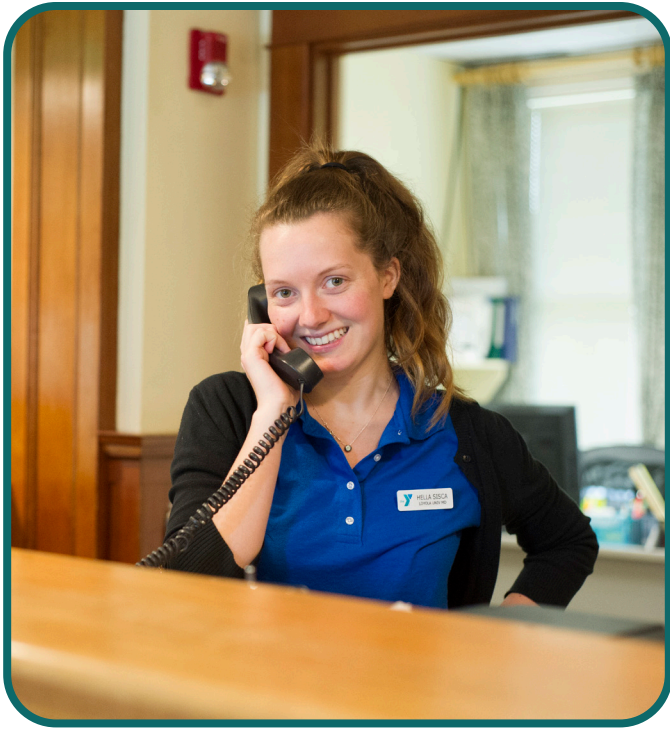


### CATERING

Helps prepare, deliver, and serve food in venues across campus.

### RETAIL FOOD SERVICE

Supports the retail operations related to food items, including ice cream scooping, basic short-order cooking, and preparation of other menu items to be sold.



# GUEST SERVICES

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operations, maintaining knowledge of the entire property, and communicating efficiently with all guests and members. Phone etiquette, computer skills, and the ability to learn new programs are essential, along with basic cashier experience. The ability to read and speak English well is necessary.

## GOLF CART DRIVER

Primarily responsible for the following: welcoming all guests to Silver Bay in a friendly and professional manner, providing excellent customer service to our guests who stay on or off campus, transporting our guests to their preferred destination on the Silver Bay campus, providing accurate information to our members and guests regarding our campus activities when asked, ensuring that our company's policies and procedures are being followed. Must have a valid driver's license.

## FRONT DESK/CONCIERGE ASSOCIATES

In addition to being a responsible and professional team player, other job duties include the check-in/check-out of guests using our Property Management System, performing switchboard

# HOSPITALITY SERVICES

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## HOUSEKEEPING STAFF

Serves as a crew member 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. Work with cleaning chemicals. Work includes weekends, occasional evening (3-11) shifts, and some longer days to meet our guest needs. A valid driver's license is preferred but not required.





# HUMAN RESOURCES

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## DELTA FORCE STAFF

Supports the needs of different departments (Conference Services, Food Service, Guest Services, Hospitality Services, Maintenance, Program Services, and Retail Services) in serving guests. This position requires an individual with some knowledge of and willingness to work in all assigned areas. Assignments are based on the guest needs and staffing levels required to provide the best service possible.

## EMP PROGRAM TEAM LEADER

Coordinates activities for Emps that encourage community building. Coordinates transportation, transportation oversees the budget, and publishes a weekly calendar of events. Must have strong leadership skills and enthusiasm. A valid driver's license is required.

## INTERNATIONAL EMP COORDINATOR

Supports the international Emps, including transportation to help staff acclimate to worksites and community living. Provide opportunities for cultural enrichment, including day trips to museums and local attractions.

# MAINTENANCE

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## MAINTENANCE STAFF

Assists year-round employees with the upkeep of buildings and grounds, including painting, trash removal, lawn care, and minor repairs. Works independently and, therefore, must be able to follow instructions and complete tasks on time. A valid driver's license is required.



# RETAIL SERVICES

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## RETAIL ASSOCIATES

Assist customers at the Silver Bay Store and other retail locations, keep accurate records of monetary transactions, inventory, merchandising, and refilling stock. May be assigned to work all or a combination of the following: the ice cream counter, performing basic short-order cook duties, or handling cash transactions through the POS system.

