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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Applicant:

Thank you for applying for a position with the Findlay Family YMCA Summer Day Camp! We are excited about the upcoming summer, as I'm sure you are about potential employment with our organization. Summer Day Camp provides campers with an opportunity to participate in structured, enriching recreational programs that provide memories that last a lifetime. Our camp staff will also benefit and reap all the rewards that a summer of Y-Camp has to offer!

Before you continue with the application process, we would like you to seriously consider your reasons for seeking employment with our program. YMCA Summer Camp Counselors are well rounded individuals that possess the skills necessary to care for others and be a team player. This means that as a YMCA staff member, you show good judgment in your job responsibilities, communicate effectively with others and those in your care, and lead by example. In addition, staff must always be prepared to deal with the unexpected and any emergency situations. As the YMCA stands for youth development, healthy living for all, and a focus on giving back to our community through social responsibility, we welcome anyone who has a true interest in being a positive influence in the lives of many!

Please review the following information regarding available positions and other camp information. You must also complete the attached pages of our Summer Day Camp Counselor application to be considered for an interview. Please return this portion of the application to:

Jerry McNamee
Sports & Camp Director
Findlay Family YMCA
300 E. Lincoln St.
Findlay, OH 45840

If you any further questions, please contact me at 419-422-4424. Thank you for your interest in the Findlay Family YMCA Day Camp.

Yours in Camping,

Jerry McNamee
Sports & Camp Director



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Working with young children in a camp setting is one of the most challenging experiences you may ever have. It requires a level of commitment and energy far beyond other kinds of summer employment, even other positions that involve working with children. The rewards, however, are as great as the challenges. Please take the time to read about our programs and the expectations of our staff.

WHAT ARE WE LOOKING FOR?

Only qualified individuals who demonstrate a deep sense of commitment and character, and can be strong, positive influences in the camper's lives are selected to be Y Day Camp staff. We are looking for responsible and caring individuals to bring their skills to our summer staff community. Our number one priority is finding summer staff who will be positive role models for our campers. We are also looking for charisma, maturity and activity skills that can support and add to our programs. To ensure the safety of all our youth, we have all staff applicants (prior to hiring) undergo a thorough background check. Our staff is, without question, the key to happy and healthy campers and a successful summer camp. We are looking for those very special individuals who enjoy and have the skills to work with children in a camp setting.

WHICH CAMP IS FOR ME?

The Findlay Family YMCA offers many Day Camp options.

Included in this packet is a description of each position available and the duties involved. Please take the time to look over these descriptions to learn more about which camp will fit your skills. Please indicate on your application the desired hours of work as camps differ in duration. If you have specific schedule needs, please make them clear when applying as it will affect the hiring process.

STAFF TRAINING AND ORIENTATION

Before beginning work, all staff members are required to attend a staff training/orientation session. Staff training includes: an orientation to Y Day Camps – their standards, procedures, philosophy and mission; training for specific job responsibilities and learning and developing the skills necessary to perform assignments effectively.

For clarification and understanding, camp policies and regulations are also reviewed at this time.

FIRST AID/CPR TRAINING

All staff are required to obtain both CPR and First Aid certifications prior to the beginning of camp. A date yet to be determined will be set for free onsite training at the Y. If you are unable to make this training, you will be required to acquire the certifications yourself prior to camp starting.

CODE OF CONDUCT

All staff shall exemplify the ideals and values of the YMCA. They shall conduct themselves in a manner that is a credit to themselves and the Y both in and away from camp. Staff shall represent themselves and the Y to campers, parents, other staff and members of the community in a positive



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manner at all times. Staff shall adjust personal habits and actions to be in accordance with the policies, procedures, philosophy and ideals of Y Day Camps.

HIRING SCHEDULE

Please keep the following dates in mind.

March 1st–Applications due (late applications will be accepted to fill positions still open after March 1st)

April – Early May - Camp staff interviewed and selected, letters will be sent to all applicants

Once your completed application is received, we will review your qualifications in consideration for a position with the summer camp program. Qualified applicants will be notified by phone for an interview.

An in-person interview is preferred; however, if your distance from the Findlay Family YMCA prohibits this, we may opt to schedule a telephone, Facetime, or Skype interview for you.

MAKING YOUR DECISION/MEETING THE CHALLENGE



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Coordinator Positions

Specialty Camps Coordinator

The Specialty Camps Coordinator will oversee programming for our Specialty camp offerings, including Theater, Prodigy Camps, and Survivor among others and provide support for camps requiring transportation to offsite locations. Each camp requires high amounts of creativity and an organized structure to keep it entertaining throughout the week and to challenge campers physically & mentally. The Coordinator should be creative and able to plan, organize, and implement activities. The ability and experience to supervise staff and groups of around 14 children is required. Applicants must be 21 and over with a clean driving record. The Coordinator is expected to work around 25-40 hours per week in a camp with additional hours allocated for planning. It is expected that the Coordinator would begin planning camp curriculum's 3-4 weeks before the start of the summer

KidVenture Coordinator

KidVenture Day Camp is designed with a wide range of activities guaranteed to expand campers horizons. Kids have fun while making new friends, developing new skills, learning core values, building self-confidence, appreciating team work and growing in self-reliance. During a session, campers will participate in a variety of experiences both in- and outdoors based on weekly themes. Swimming, arts and crafts, and field trips are also offered each week. KidVenture Day Camp is located at the Findlay YMCA, with the kid-friendly Multipurpose Room as its home base. The Coordinator would be responsible for the daily schedule of activities as well as the supervision of all participants and staff. The ultimate accountability on what happens in the camp falls on the shoulders of the Coordinator. We are looking for someone with planning/organization skills and creative ideas for daily activities. Administrative experience is also desired from applicants. As a Day Camp, it is important that the program is unique from simple supervision and possesses something new, fun and exciting for the kids each day.

Sports Camp Coordinator

The Sports Camp Coordinator will oversee programming for the sports camp offerings, including, Basketball, soccer, rugby, and flag football among others. Each camp requires high amounts of creativity and an organized structure to keep it entertaining throughout the week and to challenge campers physically & mentally. The Coordinator should be creative and able to plan, organize, and implement activities. The ability and experience to supervise staff and groups of around 20 children is required. Applicants must be 21 and over with a clean driving record. The Coordinator is expected to work around 25-40 hours per week in a camp with additional hours allocated for planning. It is expected that the Coordinator would begin planning camp curriculum's 3-4 weeks before the start of the summer



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Riverside Day Camp Coordinator

YMCA Day Camp is designed with a wide range of activities guaranteed to expand your child's horizons. Kids have fun while making new friends, developing new skills, learning core values, building self-confidence, appreciating team work and growing in self-reliance. During the course of a session, campers will participate in a variety of experiences both in- and outdoors based on weekly themes. Swimming, arts and crafts, and field trips may also be offered each week YMCA Day Camp is located off-site. The Coordinator would be responsible for the daily schedule of activities as well as the supervision of all participants and staff. The ultimate accountability on what happens in the camp falls on the shoulders of the Coordinator. We are looking for someone with planning/organization skills and creative ideas for daily activities. Administrative experience is also desired from applicants. As a Day Camp, it is important that the program is unique from simple supervision and possesses something new, fun and exciting for the kids each day.

Whiz Kids Coordinator

Whiz Kids is a half day camp that runs from running from 8:30-12:30 or 12:30-4:30. These camps operate on a pre-determined schedule of themes from session to session. The coordinator will plan activities based on those themes that can be taken home. The idea of this camp is to educate campers on the themes through hands on activities and crafts. The coordinator should be able to plan, organize, and implement activities. The ability and experience to supervise staff and large numbers of children is required. The Camp Coordinator is responsible for the planning and delivery of camp activities, and the welfare of the campers and in that camp. As a Day Camp, it is important that the program is unique from simple supervision and possesses something new, fun and exciting for the kids each day.

Counselor Positions

Day Camp & KidVenture Counselor

The Day Camp Counselor must be able to lead and actively participate in sports/games with children, be able to effectively monitor behavior while using appropriate discipline techniques, and develop age appropriate activities. This position is responsible for helping to maintain a safe, clean summer program site; ensuring a high level of program quality and working to establish a positive relationship with all program participants and their families. The Day Camp Counselor will provide a positive role model to youth & teens within the philosophy of YMCA standards and expectations with emphasis on character counts philosophy. This will be done under the direction of the Day Camp Coordinator.



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Sports Camp Counselor

Sports Camp Counselors will facilitate activities within the camp so the ability to plan safe, creative & fun activities is essential. Counselors will be responsible for the supervision of campers throughout their day at camp. We are looking for individuals that are responsible, fun, energetic and enjoy interacting with children. Counselors should have a working knowledge of soccer, basketball, flag football, and volleyball. Applicants should be in good shape and able to participate in high energy games/sports. Experience in athletics is desired. Overly competitive applicants need not apply.

Specialty Camp Counselor

Specialty Camp Counselors will facilitate activities within the camp so the ability to plan safe, creative & fun activities is essential. Counselors will be responsible for the supervision of campers throughout their day at camp. We are looking for individuals that are responsible, fun, energetic and enjoy interacting with children. Counselors should have a working knowledge of dance, music, sewing, and cooking. Applicants should be in good shape and able to participate in high energy games.

Whiz Kids Counselor

As a counselor, you will be asked to work with one of the camps listed above. Flexibility and willingness to move between camps is required of this job. As a counselor, you will share the supervision responsibilities with other staff and help to facilitate all activities.



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Specialist Positions

Arts & Crafts Specialist

The Arts & Crafts Specialist is responsible for planning age appropriate and engaging projects for campers. Lesson plans for the classes are made on a weekly basis and submitted for review. The counselor is to teach the campers new techniques in creating art using a variety of media, as well as be able to be a positive and encouraging figure that can assist the campers in fostering their own creativity.

Team Sports Specialist

The Team Sports Specialist is responsible for planning age appropriate sports activities for Kindergarten through 6th Grade campers. Lesson plans for the classes are made on a weekly basis and submitted for review. Each week will focus on one sport per age division (when necessary). For example, the Kindergarteners and 1st Graders may focus on "Steal the Bacon" while 2nd & 3rd learn basketball, etc. The counselor is not only responsible for teaching the sport, but also the rules and regulations, as well as sportsmanship, healthy living and wellbeing. The counselor will also referee camp games when needed.

Experiments & Engineering Specialist

The Experiments & Engineering Specialist is responsible for planning age appropriate scientific and engineering experiments for Kindergarten through 6th Grade campers. Lesson plans for the classes are made on a weekly basis and submitted for review. Through experiments, problem solving and a lot of hands on work, campers are to learn about how things work, why and the impact they can make on the world. This is achieved by through experiments like building a volcano, a bridge from toothpicks, or even a life-size shelter. For the younger campers the focus is more on manipulatives (like water, bubbles, chalk, etc) and independent discovery through playing in the "wild outdoors."



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Principal activities for all staff:

- Arrive to work on time, as scheduled, ready to work.
- Supervise the children, with priority is their safety, always following risk management policies.
- Participate and encourage positive participation of all students in daily activities and events.
- Responsible for care of all facilities, equipment, and supplies.
- Plan enrichment and recreational activities at least one week ahead of schedule and submit to supervisor.
- Prepare and maintain necessary supplies and stay within budget guidelines.
- Communicate with parents, co-workers, and supervisor about incidents involving children's behaviors, learning issues, or other problems.
- Attend staff meetings, mandatory trainings, and other YMCA events such as parent nights, and special events as required by program.
- Follow YMCA policies and procedures including discipline procedure.
- Provide opportunities for youth development as defined by the Findlay Family YMCA and in areas of leadership and core values of honesty, caring, respect, responsibility, and faith.
- All other duties as assigned by your supervisor.

We are looking for staff who are excited about working with kids, as it is the counselors, not just the coordinators, who have the ability to make camp a memorable experience for every child. When applying, you may list the preferred camp you would like to work with, but understand you may be asked to work in other locations as needed.



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FINDLAY FAMILY YMCA SUMMER CAMP APPLICATION

Name:

Date:

Address:

City:

State:

ZIP:

Phone at school:

Home phone:

Mobile phone:

Email:

University:

Major:

Name of camp(s) applying for:

Dates available (from when to when?):

Tell us about yourself

Any previous camp experience? Y or N If yes, as a camper staff member

Are you 18 years or older 21 years or older

1. Describe any awards or special recognition you have received at work, school, or as a volunteer:

2. Your special skills and interests such as archery, arts and crafts, drama, sports, aquatics, rock-climbing, nature, or other:

3. List any hobbies or special interests you have that might prove beneficial to you as a camp counselor:

4. Please list any certifications you have such as CPR, lifeguard, first aid, ropes course, or other:



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5. Please tell us why you want to work as a camp counselor with children:

6. Please describe something you're especially proud of that you've done at work, school, or as a volunteer.



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Employment Information

Position Applying For: _____

What days and hours are you available to work? _____

Special skills & training:

Have you ever been convicted of a misdemeanor or felony? No Yes / If yes, please explain:

Education & Training

	Name of School	Course of Study / Volunteer Activities
<input type="checkbox"/> High School <input type="checkbox"/> GED		
College/Vocational/Other		
Volunteer Activities		
Military Experience <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service:	Rank: Length of Service:



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Employment History

Employer: _____
Supervisor: _____
Address: _____ City: _____
ST: _____ Zip: _____
Job Title: _____
Dates of Employment: _____ to _____
Job Duties: _____
Reason for Leaving: _____

May we contact this employer? Yes No
If No -Why? _____

Employer: _____
Supervisor: _____
Address: _____ City: _____
ST: _____ Zip: _____
Job Title: _____
Dates of Employment: _____ to _____
Job Duties: _____
Reason for Leaving: _____

May we contact this employer? Yes No
If No -Why? _____

Employer: _____
Supervisor: _____
Address: _____ City: _____
ST: _____ Zip: _____
Job Title: _____
Dates of Employment: _____ to _____
Job Duties: _____
Reason for Leaving: _____

May we contact this employer? Yes No
If No -Why? _____



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Personal References *Do not list relatives or past employers.*

Name: _____
Relationship: _____
Years Known: _____ Telephone: (____) _____ - _____
Email: _____
Address: _____ City: _____ ST: _____
Zip: _____

Name: _____
Relationship: _____
Years Known: _____ Telephone: (____) _____ - _____
Email: _____
Address: _____ City: _____ ST: _____
Zip: _____

Name: _____
Relationship: _____
Years Known: _____ Telephone: (____) _____ - _____
Email: _____
Address: _____ City: _____ ST: _____
Zip: _____



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Background Check Authorization and Application Acknowledgement

Employment Screening Services by CBC Innovis

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

COMPANY NAME requires, as a condition of employment, and/or continued employment, that all applicants consent to and authorize a verification of the information submitted on their application or resume. Please read this statement carefully.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal.

This release and authorization acknowledges that this Company may now, or at any time while I am employed, conduct a verification of my education, employment history, three (3) years of drug, alcohol and accident history from all Department of Transportation (DOT) – regulated employers, credit history, and motor vehicle records. In addition this company may contact personal references, require that I provide a urine specimen to be tested for the presence of drugs or alcohol, and receive any criminal history record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any state, and/or other information as deemed necessary to fulfill the job requirements

I authorize CBCInnovis Employment Screening Services and any of its agents and/or employees to disclose verbally and in writing the results of this verification process to the designated authorized representatives of this Company. The results will be used to determine employment eligibility under this Company's employment policies.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, and other organizations and Agencies to provide Employment Screening Associates with all information that may be requested, and I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge this Company, its agent, CBCInnovis Employment Screening Services, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from the retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment was denied based on information obtained by my prospective employer, and to receive, upon written request, a disclosure of the public record information and of the nature and scope of the investigative report. If I am a resident of Minnesota, California or Oklahoma only and would like a copy of the investigative report, I will check here .

Please provide all requested information and provide addresses for the last seven- (7) years

(Applicant's Name, Printed - Last, First Middle)

(Maiden Or Other Name(s) Used)

(Current Address - Street, City, State, Zip)

(How Long)

(Previous Address - City, State, Zip)

(How Long)

(Social Security Number)

(Date of Birth)

(Signature)

(Date)



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Application Acknowledgement

I authorize both the YMCA and persons listed (references, schools, current and former employers and any others with who you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge.

Signature: _____

Date: _____

STATEMENT ON ABUSE PREVENTION

To protect the people in our care, as well as the staff members and volunteers who serve them, we follow strict policies on abuse prevention. We do everything possible to screen out potential offenders and to prevent abuse from occurring to people in our care. This protects the children from potential wrongdoers, and it minimizes the risk of false allegations against innocent staff members and volunteers. We fully cooperate with authorities in thoroughly investigating any and all allegations.

We are an Equal Opportunity Employer, committed to valuing diversity and practicing inclusion.