



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Applicant,

Thank you for your interest in Summer employment for our Resident Camp of the Metro YMCA of the Oranges as we prepare to offer our 102nd consecutive summer of traditional and adventure youth camping programs. Over the years, many passionate and hardworking summer staff members have helped make this organization one of the premier traditional summer camps in the East. We are confident that this summer will prove to be as incredible and rewarding as the 101 preceding it.

Our expectations for our applicants are as they would be with any other job. Please be thorough in reading and completing the entire application packet, which includes this cover letter, job summaries, salary ranges, the general staff application, and the Resident Camp Addendum. We expect the people that work here to be excellent role models and otherwise exhibit behavior that does not interfere with our mission to responsibly serve children. **Please note: In order for your application to be considered and to move forward in the process, each item of the packet must be submitted (General Application & Resident Camp Addendum)**

The 2017 summer camp season is as follows: **June 4th (Senior Staff arrive); June 7th (International Staff arrive); June 11th (General Staff arrive); June 16th (Junior Counselors arrive); June 18th through August 19th (Summer Camp season); August 20th -26th (Pioneers Family Camp)**. Please keep the following in mind: Applicants who are able to make full summer commitments will be given hiring preference over applicants that make partial commitments. Please understand that we need to maintain a group of staff that is consistent from week to week in order to best serve our summer campers.

References: All New Hires will be required to have completed reference forms at some point during the process. When completing that section of the application, please note that a Personal Reference = Family Member, while a Professional Reference can be a previous/current employer or a coach, teacher, or clergyman (for those who this will be their first job).

If you have any questions about the application or program, please contact (800) 686-1166 to speak with the Director of Summer Programs.

Hope to see you this summer!

Fairview Lake YMCA Camps
A Branch of the Metropolitan YMCA of the Oranges
1035 Fairview Lake Road, Newton, NJ 07860
P 973 383 9282 F 973 383 6386 www.fairviewlakeymca.org

FVL 2017 Summer Staff Salaries

Please visit our website for more information on our programs so that you may have a better understanding of these positions.

Based on 9 weeks of programs + the pre-summer staff training; May be subject to change

Title	Position Preferences	*Salary Range
Senior Staff (Unit Leaders & Program Directors)	21+; previous summer camp experience ; Passionate about working with children	\$2400-\$3600
Coordinators (Assistant Waterfront Directors & Head Counselors)	Previous summer camp experience; Passionate about working with children	\$2000-\$2600
Activity Specialist (Riflery, Archery, Climbing & High Ropes; Kayaking; Arts & Crafts)	Previous summer camp experience; certification in specialized activities; Passionate about working with children	\$1850-\$2400
ETC Senior Trip Leader	Pay is commensurate upon experience and trainings; previous experience leading trips; Passionate about working with children	\$2200-\$3000
ETC Trip Leader	Previous experience leading trips; Passionate about working with children	\$1400-\$1800
Ranch Counselor	Experience teaching riding lessons; Passionate about working with children	\$1650-\$2400
CIT Counselor	Previous summer camp experience; Passionate about working with children	\$1650-\$2400
General Counselor	Passionate about working with children	\$1000-\$2000
Junior Counselor	Passionate about working with children	\$750

Summer Staff Job Overview

Position	Basic Job Summary
Ranch Program Director	Oversee general functioning of our Ranch and Trail Ride program
Unit Leader	Oversee general functioning of assigned Unit (camper and staff supervision; program development)
Lakeside Waterfront Director	Oversee general functioning of Lakeside waterfront programs
Mountainside Waterfront Director	Oversee general functioning of Mountainside waterfront programs
Activity Program Director	Oversee general functioning of program activity areas, in conjunction with the Assistant Camp Director and Activity Specialists.
Waterfront Coordinator	General functioning of waterfront programs in coordination with Waterfront Directors
Head Counselor	Assist Unit Leader in general functioning of the unit as needed
Activity Specialist	Design and implement progressive programs, and maintain equipment in your assigned activity
ETC Senior Trip Leader	21+; Conduct trips according to pre-planned schedule, both on and off camp property
Camp Nurse	Oversee functioning of Camp Health Center and Treatment Room in coordination with the Director of Summer Programs
ETC General Trip Leader	Conduct trips according to pre-planned schedule, both on and off camp property in coordination with Senior Trip Leader
Ranch Counselors	Assisting with general functioning of the Ranch Camp and Trail Ride program
CIT Program Staff	Assist in general functioning of the Counselor in Training Program (supervision and training of program participants)
General & Junior Counselors Resident Camp	Supervise a cabin group consisting of approximately ten campers; Develop and execute program area lesson plans as assigned
Laundry	Manage camp laundry service and clean all camper and staff laundry in a timely manner
ETC Junior Counselor	Conduct trips according to pre-planned schedule, both on and off camp property in coordination with Senior Trip Leader and General Trip Leader
ALL	Work collaboratively within a team setting to provide a safe, positive, and enriching environment; Perform other duties as required



Application for Employment

Mission Statement

The Metro YMCAs of the Oranges strengthens community through youth development, healthy living and social responsibility.

The YMCA maintains a "zero tolerance" for child abuse and/or substance abuse. Criminal background checks and other federal or state screenings for child abuse will be conducted. Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

BRANCH OF INTEREST: East Orange South Mountain Wayne Association Services
 Fairview Lake Sussex County West Essex

Last Name		First Name		Middle Name
Address	Street	City	State	Zip Code
Telephone Number(s) Home	Cell	Email Address		

Are you 18 years of age or older? Yes No If not, you will be required to furnish working papers upon hire.

Completion of the I-9 form is required by the U.S. Immigration and Naturalization Service no later than (3) business days after your date of hire.

Do you have any pending charges or have you ever pled guilty or been convicted of a crime, felony, disorderly persons offense, drunk driving offense or other violation of law? Do you have any offenses against persons or family, or public indecency? Do not include convictions that have been annulled, expunged or sealed by a court? Yes No

If Yes, please explain & include dates, court name and location.

Answering "yes" to these questions does not constitute an automatic bar to employment, but will be considered in relation to the position sought.

Position(s) Applied for	Date of Application
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On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary Seasonal

Please indicate the days and hours available for work: *Please note that you are not required to disclose the need for time off due to religious practice.*

Monday Hours: _____ Tuesday Hours: _____ Wednesday Hours: _____ Thursday Hours: _____

Friday Hours: _____ Saturday Hours: _____ Sunday Hours: _____

How were you referred to the YMCA? Employee Friend/Relative Advertisement Drop-in School Website Other _____

Name of referral source indicated above: _____

Have you been previously employed by the Metro YMCAs of the Oranges before? Yes No When? _____

Other YMCA employment? YMCA Name: _____ Dates: _____

Other YMCA employment? YMCA Name: _____ Dates: _____

Education

SCHOOL	NAME/LOCATION	COURSE STUDY	# YRS COMPLETED	DIPLOMA/DEGREE
High School				
College				
Graduate				
Other School				

Employment & Volunteer History (Resume may be attached, but CAN NOT replace the information below)

Please give accurate, complete, full-time and part-time employment record. Start with present or most recent employer.

1) Employer Name	Phone ()
Address	Employed (Month & Year) From: To:
Name of Immediate Supervisor May we contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hourly Rate/Salary Start: Last:
Job Title and Major Duties	Reason for Leaving
2) Employer Name	Phone ()
Address	Employed (Month & Year) From: To:
Name of Immediate Supervisor May we contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hourly Rate/Salary Start: Last:
Job Title and Major Duties	Reason for Leaving
3) Employer Name	Phone ()
Address	Employed (Month & Year) From: To:
Name of Immediate Supervisor May we contact Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hourly Rate/Salary Start: Last:
Job Title and Major Duties	Reason for Leaving

If you need additional space, please continue on a separate sheet of paper.

Non- Employment History

Include explanation of all lapses in employment on preceding page:

Mo.	Yr.	Mo.	Yr.	Reason:
Mo.	Yr.	Mo.	Yr.	Reason:
Mo.	Yr.	Mo.	Yr.	Reason:

Special Skills (If Job Relevant)

Do you hold any of the following Certifications?

	Certification From:	Expiration Date:
CPR		
AED		
First Aid		
Life Guarding		
Other		
Other		

Computer Knowledge: Have you used a PC? Yes No

Have you used and are you competent in the following software?

Microsoft Windows Publisher Other word processing, spreadsheet, desktop publishing or database management program:

Word PowerPoint Please specify program name: _____

Excel Access

Other Special Training or Skills which you consider relevant to performing the job sought: _____

Personal References

Please provide 3 personal references below who have known you for at least 3 years. Include 1 relative. Do not include employers.

NAME

ADDRESS

PHONE NUMBER

1. _____

2. _____

3. _____

Professional References

Please provide 3 professional references below (supervisors or co-workers from present and previous employers who have knowledge of your work). Do not include relatives.

	NAME	ADDRESS	PHONE NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Applicant Statement/Release (Please read carefully before signing)

I certify that all information that I have provided in order to apply for and secure work with the YMCA is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the YMCA's service, whenever it is discovered. Initial _____

I expressly authorize, without reservation, the YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered. Initial _____

I understand upon offer of employment, the YMCA will conduct a criminal background check prior to and during my employment as well as a child abuse registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment. Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. Initial _____

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant. Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. Employment with the YMCA is at will which means that employees may end their employment at any time, for any reason; and that the YMCA may terminate employees at any time for any reason, with or without cause. Initial _____

I consent that photographs that may be taken of me by the YMCA are property of the YMCA and may be reproduced as the YMCA desires, free from any claim on my part. Initial _____

I understand that, if employed, the employment relationship between the YMCA and me is employment-at-will, and, therefore, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the YMCA or myself. Neither the policies of the YMCA, nor any other written or verbal communication by a manager or director of the YMCA, are intended to create a contract of employment or a warranty of benefits. Initial _____

I certify that, if employed, I will abide by all rules and regulations of the YMCA. I understand that, if employed, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the Metro YMCAs of the Oranges at its discretion except that the YMCA will not modify its policy of employment-at-will in any case. Initial _____

I have read the above statements and accept the same as a condition of my consideration for employment with the Metro YMCAs of the Oranges.

Signature of Applicant _____ Date _____

Signature of Parent if applicant is under 18 years of age _____ Date _____

Parent's Name (please print) _____

Metro YMCA Resident Camp Addendum

Applicant Name: _____

Date: _____

Position(s) Applying

For: _____

This is your chance to share a bit about yourself! Please be honest. Please be realistic. Take the time to fully answer each question. While neatness, spelling and punctuation are important, we are MOST interested in learning about who you are.

***PLEASE COMPLETE AND ATTACH RESPONSES TO THESE QUESTIONS ***

New Applicants Only Questions

1. The ability to make decisions and have good judgment are two of the most important characteristics that we look for in our staff. Please describe why you think these characteristics are important for a camp counselor and give an example of a situation in which you needed to use good judgment and the result of the situation.
2. Do you have a history with Fairview Lake YMCA Camps? If YES, please tell us your FVL story. If NO, how did you hear about us?
3. Why are you interested in serving at Fairview Lake YMCA Camps?

Returning Staff Only Questions

1. Why are you interested in returning to FVL in 2017?
2. As a returning staff member, you should have an understanding of our Mission. How will you apply our Mission to your role as a returning staff member?

Are you at least 21 years of age? Yes No

How many Summers have you worked at a Summer Camp?
_____ **Summers**

If you are under the age of 18 years old, do you currently have working papers?

Yes No

If "No", these papers are required in order for you to be employed at our Resident Camp. Please begin the process of gathering this important paperwork at this time.

Certifications/Advanced Training and Education

Please List All Current Camp Counselor Relevant Certifications/Education That You Hold (i.e. Lifeguard, First Aid/CPR, Wilderness First Responder, college degrees, years in college etc.; n/a, if NONE)

Availability

The 2017 summer camp season will take place June 3rd through August 20th. If you are not available for ALL of the required dates below, please list your reason below and discuss this with the Director of Summer Programs immediately.

June 4-11 (Senior Staff Training)

June 11- 18 (Staff Training)

June 18- August 26 (Summer Camp Program Season)

Please keep the following in mind: Applicants who are able to make full summer commitments will be given hiring preference over applicants that make partial commitments. Please understand that we need to maintain a group of staff that is consistent from week to week in order to best serve our summer campers.

Explanation of Non-Availability

**Thank you for your interest in
being a part of our FANTASTIC
staff!**

Submit Application Packet to:

Director of Summer Programs
1035 Fairview Lake Rd.
Newton, NJ 07860

or

Scan and Email Completed
Application Packet

jculpepper@metroymcas.org

**Please Note: If you do not receive a
confirmation email that your
application has been received within 2
days of submitting it via email, please
email the above address for
further instruction.**