



# West Suburban YMCA Camping Services Staff Application

276 Church St · Newton, MA 02458 · Phone: (617)244-6050

Fax: (617)321-2267 · www.westsuburbanymca.org

Name \_\_\_\_\_ DOB \_\_\_\_\_  
First Last

Current Address \_\_\_\_\_ Permanent Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you have lived in Massachusetts for less than 5 years or have not lived in MA at all, please include your previous address as well.

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ T-shirt size \_\_\_\_\_

Email \_\_\_\_\_ Age as of June 15<sup>th</sup>, 2010 \_\_\_\_\_

▪ Please list days of the week or lengths of time during summer you are **unavailable** to work. \_\_\_\_\_  
 \_\_\_\_\_

What camp(s) would you like to work at? Please Prioritize 1 – 4, one being highest. Write N/A if not applying to that camp.		Camp Polliwog (onsite day camp)		Camp Frank A. Day (resident camp)
		Camp Pikati (onsite day camp)		Camp Chickami (offsite day camp)

▪ What position(s) are you applying for? Please see page 4 for details. \_\_\_\_\_

▪ Are you legally eligible for employment in the United States? Yes [ ] No [ ] (Proof of identity and eligibility required upon employment.)

▪ Have you been convicted of a felony or misdemeanor which resulted in imprisonment within the last seven years? Yes [ ] No [ ]

If yes, please explain: (A conviction will not necessarily result in denial of employment.) \_\_\_\_\_

▪ Do you possess a valid drivers license? Yes [ ] No [ ] If yes, what state? \_\_\_\_\_

▪ Have you ever worked at a YMCA before? Yes [ ] No [ ] If yes, where? \_\_\_\_\_

Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Education	Name and Location of School	Course of Study	# of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

▪ Please list any other applicable courses, trainings, seminars, and/or certifications you have completed. \_\_\_\_\_  
 \_\_\_\_\_

▪ Please list any academic honors, extracurricular activities, sports played, and/or leadership experience in high school or college.  
 \_\_\_\_\_

**5 Year Employment History** Please start with most recent or current employer; attach additional pages or resume if necessary.

Name of Employer	Telephone Number ( )
Full Address (Street, City, State & Zip)	Supervisor Name and Title
Dates Employed: From _____ / _____ to _____ / _____	Rate of Pay: Start: \$ _____ Final \$ _____
Describe the work performed:	Reason for leaving:

Name of Employer	Telephone Number ( )
Full Address (Street, City, State & Zip)	Supervisor Name and Title
Dates Employed: From _____ / _____ to _____ / _____	Rate of Pay: Start: \$ _____ Final \$ _____
Describe the work performed:	Reason for leaving:

Name of Employer	Telephone Number ( )
Full Address (Street, City, State & Zip)	Supervisor Name and Title
Dates Employed: From _____ / _____ to _____ / _____	Rate of Pay: Start: \$ _____ Final \$ _____
Describe the work performed:	Reason for leaving:

**Personal References:** List three individuals unrelated to you that are capable of providing character references. Work-related references such as current or past supervisors are best; teachers and coaches are acceptable, too. The attached reference forms may be submitted separately, but must be received for the application to be processed. You should complete the top section of each form with your name, camp and position applying for.

Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (Street, City, State & Zip) \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (Street, City, State & Zip) \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (Street, City, State & Zip) \_\_\_\_\_

Occupation \_\_\_\_\_ Relationship to you \_\_\_\_\_

I understand that failure to reveal any prior employer, or false or misleading information given by me on any part of this application can be grounds for termination from the company or its' subsidiaries.

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

Rank your interest and ability ( **0** not interested, **1** want to learn, **2** can assist, **3** able to teach or lead) in the following :

Archery		Kayaking / Canoeing		Sailing
Arts and Crafts		Low Element Facilitation		Swimming
Belaying High Elements		Fishing		Tennis
Camp Games		Nature		Traditional Sports (Basketball, Softball, Soccer, etc.)
Dance		Music		Water Skiing / Wakeboarding
Drama / Improv		Reading Stories		Other:

▪ List any other interests or skills which could be useful at camp: \_\_\_\_\_

▪ Have you been employed at a camp? Yes [ ] No [ ] If yes, where and when? \_\_\_\_\_

▪ What age group do you prefer to work with and why? \_\_\_\_\_

▪ Why do you want to work at a YMCA camp? \_\_\_\_\_

▪ What do you hope to bring to the camp as a staff member? \_\_\_\_\_

▪ What do you hope to learn or gain as a staff member? \_\_\_\_\_

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. I understand that prior to the start of summer camp a CORI, SORI, and National Sex Offender Public Registry check will be completed on me by the West Suburban YMCA. I hereby give permission for the West Suburban YMCA to seek such information before this summer employment.

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 your 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.

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

# Camp Position Descriptions

*Please check our website ([www.westsuburbanymca.org](http://www.westsuburbanymca.org)) for information on the hiring deadlines for the camp(s) you are interested in. Each camp has a different hiring timeframe so it is very important that you prioritize the camps on page 1, because your application will be given to the camp director of your first camp preference.*

## **Camp Chickami**

**First Year Junior Counselors** will assist in supervision and leading of a group of campers in daily activities, while providing a safe and nurturing environment. Must be 15 years of age as of June 15<sup>th</sup>.

**Junior Counselors** will supervise and effectively lead a group of campers in daily activities, while providing a safe and nurturing environment. Assist the Senior Counselor. Must be at least 16 years of age as of June 15<sup>th</sup>.

**Senior Counselors** will supervise and effectively lead a group of campers in daily camp activities, while providing a safe and nurturing environment. Must be a high school graduate.

**Specialists** will run daily activities for campers of all ages in a specialty area, such as Nature, Drama, Ropes, Archery, Arts & Crafts and New Games. Please specify which specialty you are applying.

**Unit Leaders** will supervise, support, lead and mentor 3 to 5 groups of campers and their staff, while focusing on the individual needs and issues of the campers. Help plan and facilitate group and all-unit/all-camp activities. Must be at least 19 years old.

**LIT Coordinator** will supervise, mentor and effectively lead Leaders in Training (14 year olds) preparing them to be future counselors. This position also requires one to plan and lead field trips, community service projects and overnight trips (4 over the summer). Should be at least 21.

**Aquatics Director** will oversee all staff, campers, activities, equipment, and facilities that are at the swimming pool. Must be at least 21 years old. CPO preferred and must meet all the qualifications of the swim instructor position.

**Swim Instructors** will spend their day teaching swim lessons and guarding free swim. Interested applicants should have current CPR for the Professional Rescuer, Lifeguard Training and First Aid certifications; experienced instructors and/or a WSI certification are preferred.

**Office Manager** will manage the camp office, including but not limited to handling phone calls, camper paperwork, visitors, camper late arrivals and early departures and errands. Must be at least 18 years old.

**Nurses** will help tend to the health care needs of all campers and staff; must be licensed as a RN, LPN, PA, Paramedic in MA and be at least 21 years old.

## **Camp Pikati**

**Specialty Leaders** for Krafty Kids, All Sports, Little Sports and Mini Sports will design, lead, and supervise group activities in their program area, and be responsible for the safety of all campers and the designated facility space. Must be at least 18 years old but preferably over 21.

**General Counselors** will assist in leading and supervising activities in a designated program area while assisting to ensure the safety of all campers and the designated facility space. Must be at least 16 years old.

## **Camp Polliwog**

**LITs** will assist with activities for small and large groups of campers, fully participate in camp activities including assembly, games, sports, swimming, and meals, plus meet weekly with Director on leadership topics. Must be entering at least their junior year of high school.

**Counselors** will assist Senior Counselor with activity planning for small and large groups of campers, fully participate in camp activities including assembly, games, sports, swimming, and meals. Must be a high school graduate.

**Senior Counselors** will plan exciting camp activities for small and large groups within camp section, create and implement creative activities, lead and participate fully in camp activities including assembly, games, sports, swimming, and meals. Responsible for program in absence of Program Coordinators. Must be at least 21 years old.

## **Camp Frank A. Day**

Please visit the staff page of [www.campfrankaday.org](http://www.campfrankaday.org) for a list of positions.  
West Suburban YMCA Camping Services Application 2010





# West Suburban YMCA

## Camping Services Personal Reference

276 Church St · Newton, MA 02458 · Phone: (617)244-6050

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**Applicant:** Please fill in this information before giving the form to your reference.

Applicant's Name \_\_\_\_\_

Camp Applying to \_\_\_\_\_

Position Desired \_\_\_\_\_

**Reference:**

The above named person is applying for employment at one of the West Suburban YMCA's summer camps. We require three written references before an applicant is considered for employment. Please take a moment to answer the following questions to the best of your knowledge. If you feel unable to answer a question, write "no opportunity to observe." Please use the back of this form if additional space is needed.

How long have you known the applicant? Explain the capacity in which you know the applicant. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Give an example of the applicant's dependability and follow through. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does the applicant respond to challenging situations? Is the applicant a strong leader? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well does the applicant interact with and supervise children? If possible, give an example of an opportunity you have had to observe him/her with children. If you have not had this opportunity, please indicate how you think s/he would perform in this role.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any reason why we should not allow this applicant to work with children?

\_\_\_\_\_  
\_\_\_\_\_

Your Name \_\_\_\_\_ Occupation \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Thank you for taking the time to complete this recommendation! You may write additional comments on a separate sheet of paper. Please return this to Camping Services at the address or fax number listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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Give an example of the applicant's dependability and follow through. \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

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Email \_\_\_\_\_ Phone \_\_\_\_\_

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