



South Shore YMCA Camp Burgess & Hayward



Staff Application Form

You are applying for a summer position with the South Shore YMCA Camps Burgess & Hayward. This is a demanding role that requires dedication, enthusiasm, responsibility, teamwork and creativity. As well as practical experience and training, you must have a strong desire to work with youth. A position with Camp Burgess & Camp Hayward will require you to be an excellent role model for youth and a compassionate leader amongst campers and staff.

Instructions

1. Fill out the application form and email, fax or mail it to our office.
2. Give the Applicant Reference Forms to three people who know you well. Please do not give them to relatives. Your references should be people who have knowledge of your character, experience and ability.
3. We will call you to arrange an interview once we have received your application and references.

Positions Available

Cabin Counselor : Applicants must be at least 18 years old. Counselors typically work in teams of two living with and leading 8-12 campers through their camp experience. Counselors also instruct in one activity (Interest Group). Certifications in certain activities will greatly further the application.

Unit Leader: Applicants must be at least 21 years old. Unit Leaders direct a “unit” of 30 - 60 children and about 8 - 16 staff. They plan, program and lead all-unit programs and events. Unit Leaders are responsible for supervising and evaluating staff as well as dealing with camper and parent concerns. Applicants should have prior camping experience and supervisory experience.

C.I.T. Director: Applicants must be at least 21 yrs old. The C.I.T. director trains and supervises a group of approximately ten 16 year old counselors-in-training as part of our leadership development program.

Program Specialists: Applicants must be at least 21 years old. Specialists organize and run one of our main activity areas (such as Horseback Riding, Boating, Waterfront, Camp Programs, Arts & Crafts, Challenge Course, Nature). Specialists are responsible for supervising and evaluating staff as well as running programs. Certifications relevant to that activity, may be required or may greatly further the application.

Nurse: Applicants must be at least 21 years old. Certified RN preferred, LPN accepted. The Camp Nurse is responsible for dispensing medications, dealing with cuts, bruises, poison ivy etc. and assisting in maintaining the general wellness of the campers and staff.

Assistant Chef: Applicants must be at least 21 years old. This person should have experience of cooking for large groups (150 – 300) and will be responsible for supervising and evaluating 5-7 staff.

Kitchen Staff: Applicants must be at least 18 years old. Responsibilities include cooking, dishwashing and food preparation. Experience is preferred.

Maintenance Staff: Applicants must be at least 18 years old. Responsibilities include cleaning bathrooms and buildings, landscaping, grounds keeping and building maintenance. Applicants who are over 21 years old with a clean driving record will greatly further their application.

Office Manager: Applicants must be at least 21 years old. Responsibilities include maintaining an organized and clean Office, answering phones, relaying messages, sorting mail, computer work, managing the Camp Store and communicating with parents and vendors. Strong organization skills and previous experience with office duties including computer and phone skills are required.

Van Driver: Applicants must be at least 21 years old and possess a clean driving license. Experience preferred.

Pontoon Boat Driver: Applicants must be at least 18 years old. Lifeguards preferred.

Our Mission

The South Shore YMCA is a not-for-profit association of individuals dedicated to improving the quality of life for all through programs that promote healthy Spirit, Mind and Body. Rooted in Christian tradition and values, the YMCA seeks to serve all people, regardless of ages, sex, race, religion, or economic circumstances. Our programs and services strive to strengthen the family, guide the youth of today, and meet the ever-changing needs of our community.

First and Last Name _____ Social Security # _____
(US NUMBERS ONLY)

Over 18 ____ Over 21 ____ Male ____ Female ____ Email Address _____

Present Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Daytime phone number _____ Evening phone number _____

At present address until _____ Available to work from _____ to _____

Have you ever been convicted of a felony or crime, including child abuse? _____

Camp culture is unique! As a staff member you will be giving up a great deal of privacy and comfort, working long and demanding hours, adhering to Camp policies which may be limiting and may not necessarily reflect your way of living (curfews, time off, time on, lack of privacy, drinking alcohol, smoking etc.) Do you see any problem adapting to this type of lifestyle? _____

What position(s) are you applying for? _____

How did you hear about us? _____

Why do you want to work at our Camp in the position for which you have applied?

Describe a situation in which you have had the opportunity to make a difference as a role model.

Education:

Years	School	Major/ Course of Study	Degree Granted

Camp Experience:

Dates	Camp & Director	Location	Position

Dates	Employer	Position	Responsibilities

Work Experience with Children:

The following is a list of the activities we teach at Camp. Please mark a “**T**” before those activities you can organize and teach and mark an “**E**” before those activities in which you have experience and are able to assist in teaching. Mark a “**C**” next to all activities in which you have a relevant certification and enclose copies of certifications with this application.

- | | | |
|--|-------------------------------|--------------------------------------|
| _____ Swimming | _____ Photography | _____ English Horseback Riding |
| _____ Windsurfing | _____ Arts & Crafts | _____ Challenge Course |
| _____ Sailing | _____ Ceramics | _____ Rock climbing |
| _____ Kayaking | _____ Scrap booking | _____ Filmmaking |
| _____ Landsports | _____ Drama | _____ Carpentry |
| _____ Canoeing | _____ Yoga | _____ Nature |
| _____ Tennis | _____ Cooking | _____ Archery |
| _____ Maintenance | _____ Office/Computer | _____ Grounds keeping |
| _____ Musical Instrument (list them below) | _____ Dance (list them below) | _____ Martial Arts (list them below) |

Skills:

Describe your strongest skills and teaching experience in the areas marked above: _____

What qualities do you possess that would make you a valued member of staff? Please give examples of where and how you have shown these qualities.

What are some skills you have learned/developed in the last year? What caused the improvement?

In what areas do you need to improve to be the best leader you can be?

Please have three adults fill in our applicant reference forms and list their names and contact details below:

Please read the following and sign below.

First and Last Name	Daytime Phone Number	Relationship to You

I have applied for employment at the South Shore YMCA Camps by completing this application form. I understand that the Camp may wish to contact state and local police, my former employers, education instructors, and references to inquire about my past records and characteristics. I understand that the purpose of this inquiry will be to obtain information so that my qualifications may be reviewed, evaluated and considered.

In signing this waiver, I expressly authorize the South Shore YMCA Camps or its agent, to make inquiries of state and local police, my former employers, education instructors, and references, in order to obtain such information. The information will be confidential. I authorize the state and local police, my former employers, educational instructors, and references to furnish the South Shore YMCA with this information.

I understand and accept that any employment offered shall be employment at will. Either employer or employee may terminate employment at any time with or without cause.

Applicant's Signature _____ Date _____

The South Shore YMCA is an equal opportunity employer, committed to creating and maintaining a diverse working community.

SSYMC
FE836

General Staff CORI	
Dept _____	Branch _____
Supervisor _____	

GENERAL STAFF CORI REQUEST FORM

The South Shore YMCA has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data as an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Employee Signature

APPLICANT/EMPLOYEE INFORMATION (Please Print)

_____	_____	_____
LAST NAME	FIRST NAME	MIDDLE NAME

MAIDEN NAME OR ALIAS (if applicable) _____

PLACE OF BIRTH _____

DATE OF BIRTH _____ SOCIAL SECURITY #: _____ - _____ - _____
(Requested but not required)

CURRENT AND FORMER ADDRESSES:

SEX: _____ HEIGHT: _____ WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

* THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____



REQUESTED BY:

SIGNATURE OF CORI AUTHORIZED EMPLOYEE



South Shore YMCA SORI Request Form

SORI REQUEST FORM

The Commonwealth of Massachusetts Sex Offender Registry Board will provide a report that includes the following information: whether the person identified is a sex offender with an obligation to register, the offense (s) for which the offender was convicted or adjudicated, and the date(s) of the conviction(s) or adjudication(s). *Please be advised that the law only permits the public to receive information on sex offenders required to register and finally classified by the Board as a level 2 (moderate risk) or level 3 (high risk) offender. Therefore, information is not available to the public if the identified individual is a level 1 (low risk) offender or if he/she has not yet been finally classified by the Board.* All requests shall be recorded and kept confidential, except to assist or defend in a criminal prosecution.

APPLICANT/EMPLOYEE INFORMATION (Please Print CLEARLY)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (if applicable) Employee Signature

DATE OF BIRTH ____/____/____ SOCIAL SECURITY #: ____-____-____

ADDRESS:

REQUESTED BY: _____
SIGNATURE OF SORI AUTHORIZED EMPLOYEE