



Fall 2009

Dear Returning Staff,

We are very excited to start the preparations for another summer here at Camp Greenville. We are looking forward to our great staff returning to make this summer another amazing experience for our campers.

We are also making some program improvements this year. While the camp week will still go from Sunday afternoon to Saturday morning, we are bringing back two week long camp sessions. Campers will now be able to choose to do a one week or two week traditional program or a one week or two week adventure program (one week in camp and one week out on trips). The campers and counselors in the two week sessions will stay together for the entire session. Many of you commented last year that the two week sessions allow for you and campers to bond much closer and create a better camp community. We listened and are working to improve the camping experience for everyone.

We have seen that a large number of our successful employees are from referrals from staff. We appreciate all the work and effort that you put into being ambassadors for Camp Greenville. We will be contacting many of you regarding hosting a potential staff home show at your college or university. It is never too early to begin talking to your friends about the awesome summer that they can have up in the Carolina Mountains.

We are looking forward to another amazing summer here at Camp Greenville and are excited that you are contemplating joining us again.

Looking Forward to Talking With You Soon,

A handwritten signature in black ink that reads 'Kevin Lausch'.

Kevin Lausch
Summer Camp Director
klausch@ymcagreenville.org
864-836-3291 ext. 110





Returning Staff Application

(Employed within the last 12 months)

PLEASE PRINT CLEARLY!

Name (First, Middle, Last): _____

E-mail address: _____

Home Phone: (____) _____ Mobile Phone: (____) _____

Date of Birth: ____ / ____ / ____

Permanent or Home Address

Street: _____

City: _____ State _____ Zip _____

Country _____ Phone (include area code): _____

Temporary or Alternate Address:

Name of School/Place: _____

Street: _____

City: _____ State _____ Zip _____

Country _____ Phone (include area code): _____

Employment Interests and Availability

Please rank your preference for each of employment sessions below by indicating 1 as your first choice, 2 as your second choice, and 3 as your third choice; mark any session you can not attend with an "X". If none of these options work with your schedule, please attach an explanation to the application explaining your situation and giving the specific dates you are able to work.

	The "Whole Enchilada": Thursday, May 27, 2010 – Saturday, August 7, 2010 (Includes staff orientation/training + 9 weeks of summer camp employment)
	The "Front Five": Thursday, May 27, 2010 – Saturday, July 10, 2010. (Includes staff orientation/training + 5 weeks of summer camp employment)
	The "Back Four": Sunday, July 4, 2010 – Saturday, August 7, 2010 (Includes staff orientation/training + 4 weeks of summer camp employment)

What is the earliest date in May/June that you could arrive? _____

What is the latest date in August/September you need to leave? _____

Are you interested in specialized training (Lifeguarding, Challenge Course, Wilderness First Aid, Mini-bus driving [21+ years old] etc.) prior to the beginning of staff training/orientation? Yes No

Note: Some trainings (lifeguard, WFA) are at cost and some (Challenge Course, Driving) are free.

Are you interested in pre-camp work? (May family camp, setup, etc.) Yes No

Are you interested in post-camp work? (August family camp, post summer, etc.) Yes No

What was your position at Camp last summer? _____

What position(s) are you interested in this summer (please list in order of preference):

(1) _____ (2) _____ (3) _____

Please rate (1 to 3) the age groups are you most interested in working with.

	Division 1	Campers in grades 2 nd – 4 th (ages 7-9)
	Division 2	Campers in grades 5 th – 7 th (ages 10-12)
	Division 3	Campers in grades 8 th – 10 th (ages 13-15)

Post Employment Activity

Please account for your time since you left employment with Camp Greenville (attended school, travel, employment, etc.) Be sure to indicate dates and give complete addresses and phone numbers for any places of employment. (Use additional paper if necessary.)

Dates

Activity/Employment

Contact Information

Essay Questions

Please use a separate piece of paper to answer the below questions. Please type or print legibly.

- (1) What was your most significant accomplishment last summer? What is your favorite memory?
- (2) What do you feel is the most important characteristic that you bring to camp/our staff?
- (3) How would you expect your responsibilities to change as a returning staff member?
- (4) Describe a time when you went above and beyond what was required of you last summer.
- (5) If you are applying for a different position than you held last summer, what are your strengths and weaknesses in relation to the position for which you are now applying?

Important Information for Staff Applicants

1. CPR, First Aid and AED certifications are a condition of employment for all summer staff. It is your responsibility to obtain these certifications **prior to your arrival at Camp**. Certifications must remain valid through the end of your employment.
2. All staff are required to have had a physical within 12 months of beginning employment and have a copy of the Camp Health Form on file prior to beginning work.
3. In order to be eligible for employment, each applicant should have copies of his or her certifications and Health Form on file before beginning work.
4. All staff are required to participate in staff training/orientation. If your schedule does not allow for you attend one of these sessions, then we may not be able to offer you employment.

STAFF CODE OF CONDUCT

1. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff should never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering; putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - physical abuse—to strike, spank, shake, slap;
 - verbal abuse—to humiliate, degrade, threaten;
 - sexual abuse—to inappropriately touch or speak;
 - mental abuse—to shame, withhold kindness, be cruel;
 - neglect abuse—to withhold food, water, basic care, etc.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a nonthreatening way. Any questionable marks or responses will be documented.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. While the YMCA does not discriminate against an individual's life-styles, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.

STAFF CODE OF CONDUCT

16. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes baby-sitting, sleep overs, and inviting children home. Any exceptions require a written explanation before the fact and are subject to supervisor approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
23. Staff will act in a caring, honest, respectful, and responsible manner.

I understand that any violation of this Code of Conduct may result in termination.

Employee/Applicant Signature _____ Date _____

CONVICTION RECORD

READ CAREFULLY

The YMCA checks conviction records of all applicants for employment.

A conviction does not necessarily mean that the YMCA will reject your application. We consider the nature of the offense, your age at the time, how long ago the offense occurred, and the position for which you are applying, among other factors. However, a false answer to this question may disqualify you from further consideration, or result in your termination for satisfying your application.

This question covers all crimes, including traffic offenses, except those traffic violations for which there was no final conviction (for example, you took a defensive driving course), or a fine or less than \$100 was paid.

Have you ever been convicted of, or pleaded guilty or "no contest" to, any criminal offense? Yes No

If you answered "Yes," give dates, places, and details:

PERSONAL REFERENCES (Not Employers)

NAME AND HOME ADDRESS	COMPANY NAME / ADDRESS, IF APPLICABLE	PHONE NUMBERS	KNOW IN WHAT CAPACITY? <small>(friend, pastor, etc.)</small>	HOW LONG KNOWN?
		Day: _____ Eve: _____		
		Day: _____ Eve: _____		
		Day: _____ Eve: _____		

List below the names of relatives, friends or acquaintances employed by this association and their relationship to you:

PLEASE READ CAREFULLY BEFORE SIGNING

IN ACCORDANCE WITH SOUTH CAROLINA LAW, THE LANGUAGE CONTAINED HEREIN IS ADVISORY IN NATURE, CREATES NO CONTRACTUAL OBLIGATIONS ON THE PART OF THE YMCA OR YOU, AND DOES NOT ALTER THE AT-WILL RELATIONSHIP. THIS MEANS THAT YOU HAVE THE RIGHT TO QUIT AT ANY TIME AND FOR ANY REASON. THE YMCA HAS THE RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, AND WITHOUT NOTICE. NO STATEMENT BY ANY EMPLOYEE, OFFICER, OR AGENT OF THE YMCA TO THE CONTRARY SHALL HAVE ANY FORCE AND EFFECT.

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the YMCA. I authorize the YMCA, its affiliates and their representatives to investigate all information given and to secure additional job-related information, if necessary. I understand and consent to an inquiry that may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. This information may include, but is not limited to verifications of previous employment and employment references, verification of education including requests for transcripts. I hereby release from all liability or responsibility all persons, companies, organization or corporations furnishing such information.

I also understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment, if employed, dismissal without advance notice.

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the YMCA. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the YMCA (it's authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result.

In the event I am employed, I understand that all employees are subject to termination at the discretion of the YMCA. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the association may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I understand that, in the event I am employed by the YMCA, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the YMCA at the YMCA's discretion.

I authorize the YMCA to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in the YMCA's policy manual or other communications distributed to employees, and understand a condition of my continued employment will be my compliance with the YMCA's controlled substance abuse and testing policy. I have read, understand and support the YMCA's position on the problem of child abuse.

I understand that beginning and continuing employment at the YMCA depends, in part, on the following:

1. Passing a drug screen and/or physical examination, if requested by the YMCA, to be given by a doctor, nurse, or medical facility selected by the YMCA.
2. Satisfying the YMCA's requirements concerning:
 - A. My driving record
 - B. My criminal history record
 - C. Reference checks, and
 - D. Documents required by law.
 - E. Completion of required training.

I understand that as long as my employment with the YMCA lasts, the YMCA may repeat any or all of the above requirements at any time.

I understand that completion of this form does not guarantee me status as an applicant or any consideration of employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I have read the above statements and accept the same as a condition of my employment with the YMCA.

Signature of Applicant

Date

If yes, please explain: (Use a separate sheet, if necessary.)

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?

Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?

Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

Yes No

If yes, please explain:

I understand that:

- a) The camp may deny employment to any person who answers "yes" to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____



YMCA Camp Greenville

PO Box 390, Cedar Mountain, NC 28718
www.campgreenville.org

Adventure Addendum

Name: _____

If you are interested in being part of Camp’s adventure staff (outback staff, trip leader, trailblazer, adventure counselor, ropes course, etc.) please fill out this form.

In the following list, put the numeral

“1” for activities that you could set up lesson plans, demonstrate proficiency, organize and/or supervise;

“2” for activities you could teach competently and confidently without guidance;

“3” for those activities that you could assist an instructor or consider as hobbies; and leave all others blank.

Please attach copies of any relevant certifications or training for any activities that apply.

<input type="checkbox"/> Backpacking	<input type="checkbox"/> Fishing	<input type="checkbox"/> Rock Climbing
<input type="checkbox"/> Biking	<input type="checkbox"/> Fly Casting	<input type="checkbox"/> Bouldering
<input type="checkbox"/> Touring	<input type="checkbox"/> Fly Tying	<input type="checkbox"/> Knots
<input type="checkbox"/> Mtn. Biking	<input type="checkbox"/> Driving 15 Passenger vans (21yrs+)	<input type="checkbox"/> Anchors
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Logistics and Food Planning	<input type="checkbox"/> Lead Climbing
<input type="checkbox"/> Caving	<input type="checkbox"/> Ropes Course	<input type="checkbox"/> Whitewater rafting
<input type="checkbox"/> Canoe Trips	<input type="checkbox"/> High Ropes	<input type="checkbox"/> Guiding
<input type="checkbox"/> Flat water	<input type="checkbox"/> Low Ropes	<input type="checkbox"/> Kayaking
<input type="checkbox"/> River	<input type="checkbox"/> Belay	<input type="checkbox"/> Swift Water Rescue
<input type="checkbox"/> Whitewater		

What was your most significant outdoor experience?

What do think youth can gain from adventure-based experiences?

Do you have any additional outdoor skill training? *If so please list with dates .*

General Outdoor Adventure Experience

Please describe your outdoor adventure activity experiences (beginning with the most difficult and/or longest) that might be relevant to your employment with YMCA Camp Greenville’s Adventure Program. Please feel free to attach another sheet with relevant adventure experience.

Type of Activity	Experience Details (such as climbing routes and grades, section of river & class, trails and distance)	Where was the leadership from? (Who lead the trip? Ex. Were you a student, leader of friends, paid leader, volunteer leader etc.?)	Duration and Dates
<i>Example: WW Kayaking Trip</i>	<i>Upper Section of the Pigeon River in Tennessee.</i>	<i>Took trip with a group of college friends and guided raft.</i>	<i>2 days in April, 2005.</i>

ATTACH EXTRA SHEETS IF NEEDED