

YMCA CAMP OF MAINE

305 Winthrop Center Road PO Box 446, Winthrop, ME 04364
(207) 395-4200 ~ Fax (207) 395-7230
E-mail: info@maineycamp.org

TO: Interested Staff Candidates

From: Barry Costa, Executive Director

RE: Employment Information – 2010

Thank you for your request for information about summer camp employment at the YMCA Camp of Maine. I am very pleased to know of your interest in the possibility of being a camp staff member at the YMCA Camp of Maine in Winthrop, Maine during the summer of 2010.

Aside from the campers themselves, the most important aspect of the total camp experience is the staff. The camp has an experienced and mature staff, many of whom return season after season.

This summer I will hire over 70 seasonal camp staff members, many who are college students and former LIT's, all who have program and supervisory skills. The staff also includes individuals who are trained and certified in specific camping, sports, arts, and aquatic skill areas.

The majority of our camp staff comes from Maine, other New England states, and Canada. In addition, each summer the YMCA Camp has staff members on exchange programs from other countries who share their culture and love of camping with us. This is in accord with our goal to promote international understanding.

The necessary staff application materials are to be completed and returned to me as soon as possible. **You must have FOUR references -- with *one* reference from a family member plus *three* references from other sources, and a completed application form before your information will be reviewed and considered. An *interview* is required in person or by telephone.**

Basic Guidelines and Information for Application:

- YMCA Camp summer contract season is from June 20, 2010 – August 14 2010
- Minimum age for a Senior Cabin and Activity Leader is 18 as of June 1, 2010
- Minimum age for a Junior Cabin and Activity Leader is 17 as of June 1, 2010
- All positions require camp staff to live on property, unless authorized by the Camp Director.

Positions for which applications are being accepted:

- ◆ Camp Nurse (s); Day Camp Staff; Leader-in-Training Director (21 years); Maintenance Staff; Teen Adventure Camp Leaders (21 years--Male & Female); Cabin Leaders (Male & Female); Kitchen Staff; Life Guards.

If you provide additional information, please contact me at the YMCA Camp of Maine in Winthrop at (207) 395-4200 or by e-mail at: info@maineycamp.org

We build strong kids, strong families, and strong communities.

Indicate any employer you **do not** wish us to contact, and the reason

REFERENCES: Give names and addresses of three persons (not relatives) having knowledge of your character, experience, work habits, and ability.

Name	Address, City & State	Phone

CAMP EXPERIENCE:

Dates	Camp & Director	Location	Camper or Staff?

EDUCATION: High School and College

Years	School	Major Subjects	Degree Granted

Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields which might have a bearing on the position (s) for which you are applying.

CAMP PROGRAM SKILLS: In the following list, put a “T” before those activities you can organize and teach as an expert, and put an “A” for those activities in which you can assist. Put a “C” after those in which you have a current certification attach a copy of your certification.

- Adventure / Challenge**
 ___ challenge / ropes course
 ___ climbing / rappelling
 ___ spelunking / caving

- Arts & Crafts**
 ___ ceramics / pottery
 ___ drawing / painting
 ___ jewelry / beads
 ___ leather craft
 ___ photography
 ___ tie-dying

- Camp craft /Pioneering**
 ___ backpacking
 ___ hiking
 ___ orienteering
 ___ outdoor cooking
 ___ outdoor living skills
 ___ overnights
 ___ wilderness trips

- Dance (list)**

- Drama**
 ___ clowning
 ___ Theater

- Music**
 ___ guitar / banjo
 ___ piano
 ___ singing

- Nature**
 ___ astronomy
 ___ birds & insects
 ___ environmental studies
 ___ flowers
 ___ forestry
 ___ rocks / minerals
 ___ weather

- Sports / Fitness**
 ___ aerobics
 ___ archery
 ___ baseball
 ___ basketball
 ___ bicycling
 ___ biking
 ___ exercise
 ___ fishing
 ___ football
 ___ golf
 ___ gymnastics
 ___ informal games
 ___ soccer
 ___ softball
 ___ street hockey
 ___ tennis
 ___ track & field
 ___ volleyball
 ___ yoga

- Waterfront Activities**
 ___ board sailing
 ___ canoeing
 ___ diving
 ___ kayaking
 ___ rafting
 ___ sailing
 ___ swimming
 ___ synchronized swimming
 ___ water-skiing
 ___ wind surfing

- Miscellaneous**
 ___ academics
 ___ community service
 ___ foreign language
 ___ leadership development
 ___ radio / TV / video
 ___ storytelling
 ___ team building

CERTIFICATIONS AND CAMP SUPPORT STAFF SKILLS: In the following list, please check those items in which you have experience and skills. Mark with a “C” those for which you hold current certifications and attach a copy of your certification.

- Business & Administration**
 ___ accounting
 ___ bookkeeping
 ___ computer software
 ___ computer technical
 ___ office work

- Health & Safety**
 ___ CPR
 ___ first aid
 ___ lifeguard
 ___ nursing

- Maintenance**
 ___ auto mechanics
 ___ carpentry
 ___ electrical
 ___ janitorial
 ___ plumbing

- Food Service / Kitchen**
 ___ cooking
 ___ Food Handler’s Permit
 ___ meal preparation
 ___ menu planning
 ___ purchasing
 ___ sanitation

ANSWER these questions only if applying for a position requiring driving:

DO you have a valid Driver’s license? Yes No State

Do you have a current Boat-type license? Yes No

What contributions do you think you can make at camp?

What contributions do you think a well-run camp can make to children?

Harassment: The camp's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made). Yes No

Explain

Criminal Record: Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made). Yes No

Explain

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

Signature _____

Date _____

YMCA CAMP OF MAINE

FOR BOYS AND GIRLS SINCE 1915

STAFF REFERENCE FORM

Reference For:

Given By:

The person listed above has applied to work as a staff member at the YMCA Camp of Maine resident camp for the coming season. This person has given your name as a reference for this program. Please give careful consideration to the ratings below.

How long have you known the applicant? _____

In what capacity? _____

OBJECTIVE RATINGS

	Excellent	Good	Average	Poor
1. How well is the applicant able to direct others along definite lines of action?	_____	_____	_____	_____
2. How well does this individual work with associates and others for the good of the group?	_____	_____	_____	_____
3. How does this person react to suggestions or criticisms by others?	_____	_____	_____	_____
4. How responsible is the applicant? Is he/she able to competently get things done on his/her own?	_____	_____	_____	_____
5. How well does the individual put his/her principles and convictions into actions?	_____	_____	_____	_____
6. How well does this person apply energy and persistence in following a job through?	_____	_____	_____	_____
7. How well does the applicant control emotions?	_____	_____	_____	_____

NARRATIVE REPORT

Please state briefly specific instances in which you have observed the applicant's behavior as it applies to any of these items. If you have no knowledge, please designate N/A

IMPRESSION of suitability as a camp leader: Would you be willing to have your children under individual's supervision for a period of weeks in a camp situation? If not, why?

MATURITY OF JUDGMENT: How does this person react in situations of stress, i.e., make decisions?

NATURE OF ASSOCIATES: Describe the type of people with whom the individual habitually associates.

DEPENDABILITY: Can this person be relied upon? Does he/she weaken in the absence of authority?

HISTORY: Have you seen him/her in a leadership role with youngsters?

Please return to: YMCA Camp of Maine

Attn: Barry W. Costa, Executive Director

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Thank you for your cooperation.