



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PRINCETON FAMILY YMCA 2017 SUMMER CAMP EMPLOYMENT PACKET

Dear Applicant:

Thank you for applying for a position with the Princeton Family YMCA Summer Day Camp! We are excited about the upcoming summer, as I'm sure you are about potential employment with our organization. Summer Day Camp provides campers with an opportunity to participate in structured, enriching recreational programs that provide memories that last a lifetime. Our camp staff will also benefit and reap all the rewards that a summer of Y-Camp has to offer!

Before you continue with the application process, we would like you to seriously consider your reasons for seeking employment with our program. YMCA Summer Day Camp Counselors are well rounded individuals that possess the skills necessary to care for others and be a team player. This means that as a YMCA staff member, you show good judgment in your job responsibilities, communicate effectively with others and those in your care, and lead by example. In addition, staff must always be prepared to deal with the unexpected and any emergency situations. As a YMCA that stands for youth development, healthy living for all, and a focus on giving back to our community through social responsibility, we welcome anyone who has a true interest in being a positive influence in the lives of many!

All staff that are hired for the summer must complete the pre-season training program that consists of Princeton Family YMCA policies and procedures that are specifically geared toward working at camp and caring for campers.

Please review the following information regarding available positions and other camp information. You must also complete the attached pages of our Summer Day Camp Counselor application to be considered for an interview. Please return this portion of the application via email to pzeger@princetonymca.org, drop off at the Princeton Family YMCA or mail to:

Paul Zeger, Senior Director, Programs & Operations
Princeton Family YMCA
59 Paul Robeson Place
Princeton, NJ 08540

If you have any further questions, please contact me at pzeger@princetonymca.org. Thanks again for your interest in the Princeton Family YMCA Day Camp!

Paul Zeger
Senior Director, Programs & Operations

CAMP HIRING TIMELINE:

February through April - Application submissions

April through May - Candidate interviews (Note: Candidates will be selected based on experience and camp position needs)

April through June - Positions offered



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The Princeton Family YMCA Summer Day Camps aim to provide youth and teens with valuable summer recreation & enrichment programs revolving around the core values of honesty, respect, caring & responsibility. Camp activities include hikes, sports, games, nature, science, crafts, drama, music, dance, swimming, community service projects & field trips. Camps are offered to children ages 4-15 years.

CAMPS LOCATIONS – Our camps are offered at The Princeton Family YMCA on Paul Robeson Place in downtown Princeton.

CAMP DATES & TIMES – Ten weeks of camp are offered, beginning June 19th and ending August 25th. Camp hours are from 7:30am-6:00pm, Monday-Friday. Staff must be available for all pre-camp training dates held during June and leading up to the first day of camp. Camp training is held during the week as well as one weekend in June. **(Camp is closed on July 4th to observe the holiday.)**

POSITIONS AVAILABLE/REQUIREMENTS – Due to a number of returning staff each summer, we have an extremely limited staff spots available for the 2017 season. We ask that all counselors be available for at least 8-9 weeks of the summer camp season (see dates above). Applicants unable to guarantee at least 8 weeks may not be considered for a position with the Princeton Family YMCA Summer Day Camps. Summer Camp Positions are:

Activity Leaders – Must be 18 years of age with 2 years experience in youth work and field applied for (ie arts & crafts, sports and games, nature, sport and physical education programs, specialty camps, etc). Current CPR & First Aid certification suggested but not required. Responsibilities include working with Camp Directors and other Activity Leaders in the design, development & implementation of camp program activity areas. Applicants must be vibrant, creative, and self motivators. A work week of 30-40 hours per week is required.

Head Counselors – Must be 18 years of age with 2 years experience in youth work. Current CPR & First Aid certification suggested but not required. Responsibilities include working with Camp Directors and other Counselors in the design, development & implementation of camp program, as well as supervision of group counselors. Applicants must be able to interact in a professional manner with parents and other staff. A work week of 30-40 hours per week is required.

Group Counselors – Must be 16 years of age or older with an interest in youth work and developing leadership skills. Some youth work experience required. Current CPR & First Aid certification suggested but not required. Responsibilities include working with Head Counselors in the development & implementation of the camp program and hands-on supervision of campers. A work week of 30-40 hours per week is required.

Once your application is submitted and reviewed, we may contact you if we feel you would be a great candidate for a staff position.

Thank you for applying with the Princeton Family YMCA Summer Day Camps!



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Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

Email address _____ Best way to contact you _____

Dates available (when to when) _____ How did you learn about opening _____

Do you have any previous camp experience? No Yes If yes, as a camper as a staff member

Have you ever previously worked at any YMCA before? No Yes If yes, where & when _____

Are you 18 years of age or older? No Yes If NO, you will be required to furnish working papers upon hire.

Please choose the position you would like to apply for: Head Counselor Group Counselor Activity Leader

Please indicate the camp you have more of an interest in working with: Discovery Camp MVP Camp Specialty Camp

Please tell us why you want to work as a camp staff member and with children:

Please indicate special skills you may have that would be useful to our summer camp program:

Please list any hobbies or special interests you have that might prove beneficial to you as a camp staff member:

Please describe something you have done at school, work, volunteering, or at another organization that you are especially proud of:

Please describe any awards or special recognition that you have received at work, school, or as a volunteer:

Please list any certifications you have such as CPR, Lifeguard, First Aid, or other certifications:

If you have a resume, please attach to your completed application.



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Employment History

Employer's Name & Address	Position / Major Responsibilities	Dates Employed & Reasons For Leaving	Supervisor's Name & Contact Information

Education (High School, College, Graduate School, etc)

School's Name	Degree or Credits	Program of Study	Dates Attended

References: Please list 3 references who can judge your qualifications for this position. One reference must be a relative, one reference must be a personal relation to you (non-relative), and one reference must be a professional reference (previous camp directors a plus).

Name & Position	Relation	Mailing Address	Phone Number

Have you ever been convicted of a crime? (Other than a traffic violation) Yes No

If yes, please explain:

Please list all professional, trade, business or civic associations and any offices held. You may exclude organizations that indicate race, color, age, sex, religion, national origin, disability, or any other protected status:



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APPLICATION STATEMENT

I certify that all information 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 fake, 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 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, sexual orientation, 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 90 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application. Employment with the YMCA is employment AT WILL which means that employees may end their employment at any time, for any reason; and that the employer (the Y) may terminate employees at any time for any reason, with or without cause. **Initial** _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 For in this regard, and

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Do not sign until you have read and initialed the above statements.

Signature of Applicant _____ **Date** _____

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

Parent's Name (please print) _____
