



# Y DAY CAMP™

## Greater Newburgh YMCA – Camp Robbins

Seasonal: 131 North Drive  
Walden, NY 12586  
Tel: 845-778-7141

Mailing Address: 377 Broadway  
Newburgh, NY 12550  
Tel: 845-562-1088  
Fax: 562-9172

Email: [info@NewburghYMCA.org](mailto:info@NewburghYMCA.org)

Website: [www.NewburghYMCA.org](http://www.NewburghYMCA.org)

Summer 2010

Dear Returning Staff Applicant,

It is such a pleasure to hear of your interest to return to Camp Robbins! With spring just around the corner, all of us at the Newburgh YMCA are gearing up for a great summer. It is with returning staff like yourself that help ensure our programs this summer are safer, more active, and above all fun!

Please take a moment to complete this updated application and questionnaire and have it returned no later than March 15<sup>th</sup> so that we can begin the process of assigning positions. Please note that depending on your position request, available slots, and possible need to attend a returning staff interview, you should hear from our office no later than March 25<sup>th</sup>.

Please note: Training sessions will be held throughout the month of June, mostly weekends and some afternoon/evening sessions. These training dates are a vital part of YMCA staff's developmental growth and success within their duties. Much of the criteria must be completed in order to work with our campers. Although all dates are not mandatory, those that are must be attended. Mandatory dates will be determined prior to contracts being sent out. The camp season begins June 28<sup>th</sup> and ends Aug. 20<sup>th</sup>.

**HIRING SCHEDULE** -Please keep the following dates in mind.

February 15<sup>th</sup> – Applications available for all positions – interview process starts

March 5<sup>th</sup> – All Returning Staff & Administrative Position Applications Due

March 15<sup>th</sup> – Applications open for general hire

March 30<sup>th</sup> (week of) – Administrative & "First Wave Hiring" of Applications sent in by deadline

April 20<sup>th</sup> and beyond – Hiring for any remaining positions

Remember that returning staff play a significant role within the camp community and assist in modeling the best values and standards of our YMCA. Although you were employed previously, it is important to remember that no position is reserved or guaranteed. Returning staff's past performance and evaluations do contribute to the determination of hiring, placement and salary. If you have any questions or concerns, please feel free to contact me at 562-1088.

Applications can be dropped off or mailed to our offices:

MAIL **PRIOR TO MARCH 1<sup>ST</sup>** mail to: Greater Newburgh YMCA-Camp Robbins, 10 Little Britain Rd. #204, Newburgh, NY 12550

MAIL **AFTER MARCH 1<sup>ST</sup>** mail to our **NEW FACILITY LOCATION:** **Greater Newburgh YMCA-Camp Robbins**  
**377 Broadway**  
**Newburgh, NY 12550**

Sincerely,

Jennifer ☺  
Senior Program & Camping Director

**RETURNING CAMP STAFF QUESTIONNAIRE**

**Name:** \_\_\_\_\_

**Position Seeking:**  Jr. Counselor     Counselor     Unit Dir.     Lifeguard     Ropes Assist.  
 Office Manager     Program Dir.     Aquatic Dir.     Arts & Crafts Dir.     Teen Dir.     LIT Dir.

What age group/unit are you applying to work within and why?

What experience have you gained from previous years at Camp Robbins that would assist in the position you are seeking?

Have you gained any additional experience during the school year that you would like to share? If so, explain.

What is one good memory you have from camp?

Looking back, what area(s) do you feel you (as a staff member) could improve upon?

What suggestions do you have for this summer's programming? Special themes, events, etc.?

What recommendations would you have regarding training/orientation? Please explain below.

Are you interested in hosting an ICCP – INTERNATIONAL STAFF PERSON?    YES    NO    MAYBE

If re-hired, would you be willing to assist in training new staff?    YES    NO    MAYBE

Would you be interested in working extended camp program hours (7:30am-8:30am &/or 4:00pm-5:30pm)? Please note, you must have transportation to or from camp depending on AM/PM.    AM (7:30-8:30am)    YES    NO  
PM (4-5:30pm)    YES    NO

Camp begins **June 28<sup>th</sup>** and ends **August 20<sup>th</sup>**. Do you have any conflicts that would interrupt the season? If so, explain.

Would you be interested in working our extended summer sessions? - there is **no** bussing provided

Session 5 - Aug. 23 <sup>rd</sup> -27 <sup>th</sup>	YES	NO	Full Day	Half Day
Session 6 -Aug. 30 <sup>th</sup> Sept. 3 <sup>rd</sup>	YES	NO	Full Day	Half Day

**Additional Comments:**

-----  
Shirt Size:            XS    S    M    L    XL    XXL  
Snack Preference:    salty    sugar    veggies    fruit    meats    anything



# Greater Newburgh YMCA Staff Application

377 Broadway  
Newburgh, NY 12550  
845-562-1088  
845-562-9172 fax  
www.NewburghYMCA.org



**Notice to Applicants and Employees of the Greater Newburgh YMCA:** The Greater Newburgh YMCA maintains “zero-tolerance” for abuse of any kind. Background checks are performed on all employees and screening for alcohol and illegal drugs may be required prior to and during employment.

**PLEASE PRINT** Date of Application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations for the application and/or interview process should notify our offices and requesting interviewer.

Y-Staff Contacted Regarding Position If Any: \_\_\_\_\_ Position(s) applied for \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

If away at college: School Address: \_\_\_\_\_

Type of employment desired  Full-time  Part-time  Temporary  Seasonal  Educational Co-op/Internship  Volunteer

Days of Availability: \_\_\_\_\_ Hours of Availability \_\_\_\_\_ Date Available to Start Work \_\_\_\_\_

Have you been previously employed by the YMCA?  No  Yes: YMCA Name: \_\_\_\_\_ Position Held \_\_\_\_\_

Are you permitted to work in the US?  No  Yes Military Branch:  No  Yes: Branch \_\_\_\_\_

Have you ever been convicted of a crime (other than traffic violations)?  No  Yes (a conviction record will not necessarily be cause for disqualification)

If Yes, please state offense: \_\_\_\_\_ date: \_\_\_\_\_ and location: \_\_\_\_\_

Check the talents you would like to share with the YMCA:  administrative  clerical  fund raising  marketing  cleaning

building & grounds maintenance  camp facility maintenance  electrical work  plumbing  painting/staining

aquatics  fitness instructor  summer camp programs  child care  teen programs  weekend programs

weekends at camp  teach a class to adults (what subject?): \_\_\_\_\_ other: \_\_\_\_\_

If you indicated that you would like to work with children in child care, camp or teen programs, please check the areas in which you have skills you could share:

arts & crafts  aquatics  tutoring  community service projects  computer skills  cooking/nutrition  health care  rock climbing

sports & games  class instruction (which classes?): \_\_\_\_\_  other \_\_\_\_\_

Please describe any experiences, training, skills or interests that may qualify you as being able to perform job-related functions in the position(s) you are applying for: \_\_\_\_\_

List updated certifications, licenses and trainings (Please enclose a copy):

Type	Expires	Type	Expires
Drivers License # _____	_____	CPR(Type) _____	_____
State ID _____	_____	Lifeguard _____	_____
First Aid _____	_____	WSI _____	_____
RTE _____	_____	Canoeing _____	_____
EMT _____	_____	Basic Water Rescue _____	_____
LPN / RN _____	_____	Small Craft Safety _____	_____
Project Adventure _____	_____	Other _____	_____

### EDUCATION

Name of Schools (High School, College, Graduate School)	Major area of study	Dates	Highest Grade Completed	Degree or Credits





**PLEASE COMPLETE & RETURN TO:**

Greater Newburgh YMCA  
377 Broadway  
Newburgh, NY 12550  
845-562-1088  
845-562-9172 fax  
www.NewburghYMCA.org



**APPLICANT CRIMINAL HISTORY STATEMENT**

In accordance with Section 390-b(1)(a) of the Social Services Law, I certify that to the best of my knowledge and belief  **I HAVE**  **I HAVE NOT** been convicted of a crime in New York State or any jurisdiction. If I have been convicted of a crime, I will provide true and accurate information concerning the crime for which I was convicted, the date of conviction and any other relevant information in the space provided below. In addition, I will provide written justification on the back of this sheet, explaining why I should be allowed to have contact with children regardless of my conviction. ***I am aware that this will be my only opportunity for this explanation to be considered in the decision to approve or deny my employment.***

Complete the information below and submit with record of conviction or certification of court arraignment.

TYPE OF CRIME	PENAL CODE SECTION	DATE OF CONVICTION	COUNTY OR COURT OF ARRAIGNMENT
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____

*To the best of my knowledge the information provided above is true and accurate. I understand that my failure to truthfully and accurately state whether I have been convicted of a crime and/or to provide truthful and accurate information concerning the convictions may constitute ground for dismissal or denial of employment, or suspension, limitation or revocation of the registration to provide child care.*

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**PLEASE SEND COMPLETED REFERENCES TO:**

Greater Newburgh YMCA  
377 Broadway  
Newburgh, NY 12550  
845-562-1088  
845-562-9172 fax  
www.NewburghYMCA.org



**REQUEST FOR REFERENCE**

The person named below has given your name as a reference in applying for a position at the Greater Newburgh YMCA. It is important that Y staff are well rounded in spirit, mind and body and are caring, honest, respectful and responsible. We appreciate your evaluation of the applicant. Our consideration for employment of the applicant depends on your response. Your prompt attention to this matter will be appreciated. Thank you very much for your time and consideration.

**APPLICANTS MUST COMPLETE THIS BOX BEFORE DISTRIBUTING**

Applicant's name: \_\_\_\_\_ Position applying for: \_\_\_\_\_

I request that (Name of reference) \_\_\_\_\_ complete this form as a reference for a position at the Greater Newburgh YMCA.

\_\_\_\_\_ I have retained my right of access to this reference

\_\_\_\_\_ I have waived my right of access to this reference

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_ In what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

2. If applicant worked for you, would you rehire? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

3. The YMCA is a drug, alcohol and smoke-free facility. Would the applicant fit into this environment? \_\_\_\_\_

\_\_\_\_\_

4. To your knowledge, what is the ability of the applicant to get along with:

Children \_\_\_\_\_

Peers: \_\_\_\_\_

Adults of a different generation: \_\_\_\_\_

5. What strengths does the applicant have that would benefit the position they are applying for? \_\_\_\_\_

\_\_\_\_\_

6. Please list any areas that the applicant could improve upon \_\_\_\_\_

\_\_\_\_\_

7. It is the priority of the YMCA to keep the children in our programs safe. Please explain any reasons why you might think that this employee would be better suited *NOT* to work with children \_\_\_\_\_

\_\_\_\_\_

*TURN OVER PLEASE*

