



Dear Applicant

Thank you for your interest in applying for the open position of Resident Camp Director. We ask that you complete the application process by submitting the following via e-mail, fax or snail mail by November 30<sup>th</sup>, 2017.

1. Compose a cover letter introducing yourself and sharing with us why you are interested in the position.
2. Submit a current resume.
3. Fill out the attached application form.
4. Include three letters of reference, at least one from a previous employer.
5. Complete the essay questions included in this packet.
6. Review the Resident Camp/ Youth Program Director job description.

Sincerely

TJ Tavegie  
Program Director  
Sheridan County YMCA  
417 N. Jefferson  
Sheridan, WY 82801

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**SHERIDAN COUNTY YMCA**  
 417 North Jefferson  
 Sheridan, WY 82801  
 (307) 674-7488  
**APPLICATION FOR EMPLOYMENT**

Today's Date: \_\_\_\_\_

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the Organization to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

Our organization appreciates your willingness to share your skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
(please print or type)                      Last                                      First                                      Middle

Current: \_\_\_\_\_  
 Address                      Street                                      Apt. #                      Box #

\_\_\_\_\_                      City                                      State                      ZIP

No. of years at present address? \_\_\_\_\_

Previous: \_\_\_\_\_  
 Address                      Street                                      Apt. #                      Box #

\_\_\_\_\_                      City                                      State                      ZIP

No. of years at previous address? \_\_\_\_\_

Driver License: State Issued: \_\_\_\_\_ Number: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ If necessary for the position applying for, are you over the age of : 15 18 21  
(circle one)

Phone: (C) \_\_\_\_\_ If hired, do you have a reliable means of transportation to get to work?  Yes  No

Can you, if hired, submit verification of your legal right to work in the United States?  Yes  No

Do you have pending cases or have you ever been convicted of a misdemeanor, felony, child-abuse, or sex-related crime?  
 If yes, please explain: (a conviction will not necessarily disqualify you)  Yes  No

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT DESIRED**

For what position(s)/area(s) are you applying:	Date available to start	Salary desired
Are you presently employed <input type="checkbox"/> Yes <input type="checkbox"/> No Where?	Days & times available for work	
If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why?	Have you ever applied at this organization before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	
	Have you ever been employed by this organization before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	
Please list personal qualities that would qualify you for this position:		
Do you have any physical condition(s) which may limit your ability to perform the job applying for? (attach additional sheet if necessary)		

## EDUCATION AND TRAINING

School Name & Location	# of Years attended	Graduate (Yes/No)	Degree Earned
Elementary			
High School			
College/University			
College/University			
<b>Highest Degree Earned (circle one number only):</b> 1. High School    2. Associate's    3. Bachelor's    4. Master's    5. Doctorate			

### EMPLOYMENT HISTORY: List your most recent position first (please do not "refer to resume")

Employer		Work Performed
Address	Telephone	
Job Title	Supervisor	
Dates Worked: From:                      To:	May we contact this employer? Yes                      No	
Reason for Leaving		
Employer		Work Performed
Address	Telephone	
Job Title	Supervisor	
Dates Worked: From:                      To:	May we contact this employer? Yes                      No	
Reason for Leaving		
Employer		Work Performed
Address	Telephone	
Job Title	Supervisor	
Dates Worked: From:                      To:	May we contact this employer? Yes                      No	
Reason for Leaving		

### PERSONAL REFERENCES: List three adult persons not related to you, whom you have known at least one year.

Name	Address	Phone No.	Occupation	Years Acquainted

**Applicant Statement:** I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## ESSAY QUESTIONS

1. Share your perspective on what makes the Y Resident camp programs unique from those of other camps.
2. Keeping in mind the diversity of members we serve, describe what strengths and experiences you would bring to the Y that would grow our capacity to serve?
3. Give a description of what a successful camp and youth department would look like.
4. Describe your leadership style. Include examples of how our Y programs and staff will be enhanced as a result of your involvement as an effective leader.
5. The Y offers a variety of camp programs including arts, science, sports, resident and day camp. If you were hired for this position, what steps would you take to increase the growth, quality and delivery of programs for members across the camp spectrum.

**SHERIDAN COUNTY YMCA**  
**Job Description**  
**2017-2018**

**Name:**

**Job Title:** Program Director – Resident Camp/Junior High Programming

**Reports to:** Liz Cassiday

**Status:** Administrative Exempt

**Revision Date:** November 2017

**GENERAL FUNCTION:**

Under the guidance of the Executive and the Associate Executive Directors, the Program Director is responsible for the organization, delivery and quality of YMCA program(s) to the membership, program participants and community. In addition, the Program Director is responsible for administrative tasks as they relate to program and membership, budgeting, committee involvement, staff supervision and mentoring, collaborative community efforts, facilities and equipment, campaign involvement, grants, sponsorships and planning.

**ENTRY QUALIFICATIONS:**

1. Bachelor's degree from four-year college or have experience in related field.
2. Basic computer and mathematical skills for program development, management and appraisal.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Ability to solve practical problems and work through situations of varying gravity

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All program directors are expected to fulfill the following functions:

- Supervision: directly supervise part-time and non-exempt employees and volunteers.
  - Carry out supervisory responsibilities in accordance with the organization's policies and procedures.
  - Recruit, train and mentor non-exempt and part-time program staff.
  - Plan, assign and direct staff and volunteer work.
  - Conduct performance reviews.
  - Monitor and update all required staff certifications.
  - Address concerns and seek resolutions.
- Promote and incorporate the YMCA mission and four core values into all programs.
- Seek and involve low-income youth and families in membership and program.
- Create and cultivate programs with distinction using an innovative and creative imagination.
- Assist in the communication and distribution of program information.

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- Organize and schedule program registrations.
- Analyze and evaluate the effectiveness of program delivery and results.
- Develop and maintain collaborative relationships with community organizations.
- Develop and monitor program budgets to meet fiscal objectives.
- Coordinate use of facilities for program activities and events.
- Expand programs within the county.
- Assist in fund-raising activities and special events.
- Respond to all member and community inquiries and concerns in timely manner.
- Assist with committees
- Promote an open, honest, inclusive and enjoyable work environment.
- Complete the following:
  - YUSA Team Leader Certification within 3 years of hire date
  - Sheridan County YMCA required trainings within 6 months of hire date
  - CPR/Standard 1<sup>st</sup> Aid certifications within 1 month of hire date

### **In addition to the essential duties and responsibilities, program directors will:**

- Pursue ongoing program and management training
- Attend committee and management team meetings as needed
- Participate in a team hiring process when considering additional staff
- Participate in the annual campaign by giving, campaigning or both
- Attend weekly exempt staff meetings

### **Major Responsibilities:**

- Pickleball
- Resident Camp Director
- Junior High Programming
- Transportation Coordination
- Winter Camps
- Large Bus Oversight: maintenance, scheduling, drivers, cleaning

### **Additional Responsibilities:**

- Men's Gold Center & Membership
- Committees/Teams
- CDL License w/air brakes
- Business Membership Program Staff Support

### **Competencies: (Team Leader)**

**Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to improving lives. Provides volunteers with orientation, training, development and recognition. Cultivates relationships to support fundraising.

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**Collaboration:** Champions inclusion activities, strategies and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:**

Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:**

Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance.

**Annually, the Sheridan County YMCA will review its organizational goals and objectives. The implementation of specific objectives will be part of the job description and will be reviewed annually. The supervisor of this exempt staff may grant additional responsibilities where deemed necessary.**

**ACKNOWLEDGEMENT:**

\_\_\_\_\_ **Exempt staff signature** **Date** \_\_\_\_\_

\_\_\_\_\_ **Supervisor signature** **Date** \_\_\_\_\_

**By signing this document, both parties mutually accept that this job description is an accurate representation of the general responsibilities of this position.**