



Dear Applicant,

Thank you for your interest in applying for the open position of Resident Camp/Junior High Director. We ask that you complete the application process by submitting the following via e-mail or snail mail by Monday, September 16, 2019.

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 include in this packet.
6. Review the Resident Camp/Jr. High Program Director job description and the attached list of detailed responsibilities of this position.

Sincerely,

Sandy Sare  
Program Director  
Sheridan County YMCA  
417 N. Jefferson  
Sheridan, WY 82801

PH: 307-674-7488 ext. 209  
Email: [ssare@sheridanymca.org](mailto:ssare@sheridanymca.org)



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

Previous Address: \_\_\_\_\_  
 Street Apt. # Box #  
 City State ZIP

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)		

OVER, please

### EDUCATION AND TRAINING

School Name & Location	# of Years attended	Graduate (Yes/No)	Degree Earned
Elementary			
High School			
College/University			
College/University			

**Highest Degree Earned** (circle one number only):    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")

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

You may attach a document with your responses to allow adequate space for answers.

Share your perspective on what makes the Y Resident camp programs unique from those of other camps.

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?

Give a description of what a successful camp and youth department would look like.

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.

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.



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

Name:

Job Title: **RESIDENT CAMP &  
JUNIOR HIGH PROGRAM DIRECTOR**

FLSA Status: Exempt

Reports to: Executive Director

Job Category: Administrative Salaried

Starting Wage:

Revision Date: May 2019

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the guidance and supervision of the Executive Director, the Resident Camp & Junior High 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.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **QUALIFICATIONS:**

1. At least 21 years of age.
2. Alarm/Emergency Procedures training within 30 days of hire and annually thereafter.
3. CPR, First Aid, Child Abuse Prevention within 30 days of hire.
4. New Employee Orientation, Listen 1<sup>st</sup>, or other alternative trainings within 30 days of hire date.
5. Bachelor's degree from four-year college or have experience in related field.
6. Basic computer and mathematical skills for program development, management and appraisal.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
8. Ability to solve practical problems and work through situations of varying gravity.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Resident Camp & Junior High Program Director is expected to fulfill the following functions:

1. Resident camp.
2. Junior high programming.
3. Winter camps.

4. Large bus oversight: maintenance, scheduling, drivers, cleaning. Transportation coordination.
5. Fundraising/Grant research specific to Resident Camp.
6. CDL License w/air brakes or ability to acquire.
7. Lifeguard certification or ability to acquire.
8. Oversee pickleball.

**In addition to the essential duties and responsibilities, all Program Directors will:**

- Recruit, train, supervise, mentor and conduct performance reviews of non-exempt and part-time program staff.
  - Assist in the communication, distribution and scholarshipping of program information and 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.
  - Assist in fund-raising activities, special events and participate in the annual campaign.
- Pursue/participate in ongoing program and management training and attend weekly staff meetings.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.

- Ability to work in a fast pace environment and switch tasks as new challenges and projects emerge.
- Ability to perform light maintenance.

**RISK MANAGEMENT PRACTICES:**

We are responsible for taking notice of any and all safety risks across facility and shall communicate all safety concerns immediately.

We continually check and respond to: equipment conditions, facility cleanliness, snow removal and basic repairs.

We recognize Child Abuse Prevention is a team effort and we are required to take all measures to prevent and report any potential abuse.

We are knowledgeable of emergency procedures and are prepared to respond.

**STAFF ENGAGEMENT AND CONDUCT:**

We must be prepared to work at scheduled time (on the floor, not just in the building), be mentally present, wear proper work attire and have necessary supplies for shift.

We are actively aware of members, compliant with cell phone policy, focused on key elements of your position, attentive, energetic and upbeat about our work.

We communicate gentle reminders of safety of equipment use, language and other rules that fall within the Y Mission.

We will honor confidentiality in all programs and areas.

We will not have our friends present during our shifts.

We give all members the attention they deserve.

We will respond to all messages, comments, etc. within a 24 hour period.

**UNDERSTANDING AND LIVING THE Y MISSION:**

- We are knowledgeable about our scholarshipping opportunities and the impact our programs have in our community.
  - We honor and practice inclusion promoting an open, honest and enjoyable work environment.
  - We speak and respond in the "Y Voice" using positive adjectives and authentic, nurturing word choices.
  - We use our Y voice everywhere, including in public and social media.
  - We greet EVERYONE we encounter with eye contact and a smile.
  - We treat all staff with the utmost respect. Living our mission starts with positive internal relationships.
- We give respectful and correctly directed feedback.

We recognize our responsibility to be fiscally responsible: by maintaining our facility, turning off lights/water when not in use, accurately reporting time on timesheets and being prudent/cautious in ordering/purchasing supplies.

**CAUSE DRIVEN LEADERSHIP COMPETENCIES:**

**Advancing our Mission & Cause**

Change Leadership: Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.

Engaging Community: Builds bridges with others in the community to ensure the Y’s work is community focused and welcoming of all, providing community benefit.

Philanthropy: Secures resources and support to advance the Y’s work.

Volunteerism: engages volunteers and promotes social responsibility at all levels of the organization.

**Building Relationships**

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

Communication & Influence: Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y’s cause.

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

**Leading Operations**

Critical Thinking & Decision Making: Makes informed decisions based on logic, data, and sound judgment.

Fiscal Management: Manages the Y’s resources responsibly and sustains the Y’s nonprofit business model.

Functional Expertise: Executes superior technical skills for the role

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Y’s work and impact in the community.

Program/Project Management: Ensures program or project goals are met and intended impact occurs.

**Developing & Inspiring People**

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

Emotional Maturity: Demonstrates ability to understand and manage emotions effectively in all situations.

At least 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. Additional responsibilities may be added where deemed necessary.

**ACKNOWLEDGEMENT:**

\_\_\_\_\_

**Staff Name Printed**

\_\_\_\_\_

**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.**



## Sheridan County YMCA Resident/Jr. High Job Responsibilities

### Resident Camp:

- Define and plan program to reflect YMCA Camp goals, vision, and strategic plan.
- Supervise all volunteers, camp counselors, camp staff, and LITs giving them direction, resources, and leadership in conjunction with all Sheridan County YMCA policies and practices.
- Develop and facilitate outdoor education and team building programs.
- Create and maintain communication channels with parents, rental groups, other organizations and the community.  
Respond to correspondence in a timely and professional manner.
- Reside on camp property while camp is in session.
- Manage program budget, including forecasting revenue, managing income and expenses to meet financial targets.
- Ensure all programs follow established guidelines, including federal, state, and local regulations as well as knowledge of ACA standards.
- Ensure all programs serving meals follow established guidelines, including state licensing and regulations. This includes but is not limited to meal planning, food preparation, meal service, and kitchen hygiene.
- Assist supervisory staff and counselors with the recognition of camper needs and prepare to support or follow through on their efforts.
- Uphold and exemplify the YMCA principles of caring, honesty, respect, and responsibility.
- Evaluate staff, program areas, and other aspects of camp and implement improvements during summer and generate suggestions for the future.
- Maintain a safe and healthy environment for all campers, staff, families, and lease groups by following established camp and YMCA rules/policies.
- Maintain a good working camp facility by ensuring daily cleanings of the lodge and bathhouse, disposal of trash on a regular basis, removal of litter/damaged equipment/hazardous material around the camp grounds, replacement of damaged equipment, contracting of specialty services when needed, and general upkeep of the facility.
- Maintain good working relationships with all lease groups. Lead the camp orientation on first day of arrival and final walk through of camp facility with each lease group.
- Serve as a role model for all campers, staff, families, and guests.
- Conduct yourself properly while participating in all required activities with an enthusiastic attitude.
- Assist other senior directors as necessary during off season.
- Ability to perform light maintenance
- Oversee all program areas ensuring safety, quality instruction and fun.

### Junior High Programs:

- Organizes and oversees program activities and events.
- Recruits and coordinates volunteers from the local community.
- Secures facilities for program activities and events.
- Work closely with "repurposing" to ensure program space/meet program needs
- Develop, implement, and promote dynamic quality new programs and expand current programs to support Junior High youth.
- Continue program growth and retention in accordance with strategic and operating plans
- Communicate recommendations for changes to current teen programs.