

Dear Future YMCA Employee,

Thank you for your interest in employment with the YMCA of Pueblo's Camping & Outdoor Enrichment programs. Camp Jackson is a summer resident camp for boys and girls ages seven to seventeen, Incredible 4 Day Camp is a summer day camp based in Pueblo with programs for 5 to 12 year olds.

Camp Jackson continues to offer youth and staff an "off the beaten path" summer experience. Our traditional youth camps are for elementary students who participate in typical base camp activities. Extreme camps are for teens and feature at least one overnight specialty camping trip off camp property. We also offer leadership camps, which are two-week training camps for Counselors In Training or Leaders In Training. YMCA Camp Jackson is located five miles outside of Rye, Colorado in the San Isabel National Forest. Camp sits on 320 acres and has fourteen miles of mapped hiking trails. Being located in this setting, it is natural that our programs focus on outdoor living skills, ropes course team building activities and horsemanship.

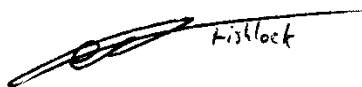
i4 Day Camp operates out of schools in Pueblo. Our program is designed to give every child a hero to look up to – you! Our program is centered around our activity areas – Sports, Outdoor Living Skills, Arts, Community Service and First Aid. As Well as these activities we have a clubs program where staff plan and run weekly clubs for the kids. We also go on a variety of Fieldtrips. i4 Day Camp hires professional role models to run activities, care for children and be positive influences in children's lives.

Opportunities abound with a variety of camp positions available. **Please complete and return the enclosed employment application Also attach a resume and cover letter. Three reference sheets must be filled out and returned directly to the YMCA of Pueblo by your personal references. Please include a personal reference on yourself.** This can be any medium that you select, and should represent who you are – feel free to be creative.

Employment for the YMCA of Pueblo's camping programs is an unforgettable experience. If you need any further information concerning employment opportunities, please call the YMCA of Pueblo, 719-543-5151, or e-mail me at EFishlock@PuebloYMCA.org.

I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Edd Fishlock". The signature is written in a cursive style with a long, sweeping underline.

Edd Fishlock
Program Director – Camping & Teens
YMCA of Pueblo

YMCA OF PUEBLO - APPLICATION FOR EMPLOYMENT

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, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the YMCA of Pueblo to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

YOUR INFORMATION:

Name:		Date:
Address:		
City:	State:	Zip:
Home Phone:	Cell phone:	E-mail:
University/High School:		Major:
Position applying for:	Dates available:	Salary Desired:

EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			<i>PERSONNEL USE</i>
Company Name Phone No		Dates of Employment	
Address (Include Street, City, State, Zip Code)		Supervisor (Name & Title)	
Job Title – Start	Job Title – Final	Base Rate of Pay Start Final	
Description of Job Duties			
PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			<i>PERSONNEL USE</i>
Company Name Phone No		Dates of Employment	
Address (Include Street, City, State, Zip Code)		Supervisor (Name & Title)	
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Job Title – Start	Job Title – Final	Base Rate of Pay Start Final	
Description of Job Duties			
PROFESSIONAL / WORK REFERENCES WE MAY CONTACT			<i>PERSONNEL USE</i>
Name	Address	Phone	

ADDITIONAL INFORMATION:

<p>Have you ever been convicted of a felony, or for child abuse or sex-related crimes? (A felony will not necessarily disqualify you). If yes, please explain. Y <input type="checkbox"/> or N <input type="checkbox"/></p>
<p>Please refer to the attached job description for the position to which you are applying. Are you able to perform all these tasks with or without an accommodation? If an accommodation is required, please explain. Y <input type="checkbox"/> or N <input type="checkbox"/></p>
<p>Have you ever worked for the YMCA before? If so in which location/department and when? Y <input type="checkbox"/> or N <input type="checkbox"/></p>
<p>Can you, after employment, submit verification of your legal right to work in the United States? Y <input type="checkbox"/> or N <input type="checkbox"/></p>

PRE-EMPLOYMENT CERTIFICATION

	Initial
I understand that this application is only valid for the position applied for at present and that the YMCA is not obligated to retain or consider this application for future openings.	
I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.	
If employed by the YMCA I will abide by YMCA's policies and procedures. I understand that I will be required to possess a current and valid driver's license and vehicle insurance if my position requires me to drive in the course of my work.	
If I am offered employment, I understand and agree that I may be required to undergo a physical examination at the YMCA's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.	
I agree to submit to legally permissible drug and/or alcohol testing upon request by the YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the YMCA storage areas provided for me (locker, desk, etc.) are open to investigation by the YMCA without prior notice to me.	
If I am employed by the YMCA I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the YMCA or myself. I understand that, other than the President/CEO of the YMCA no manager, supervisor or representative of the YMCA has authority to enter into any agreement for employment for the specific period of time, or to make any agreement contrary to the foregoing. Only the President/CEO of the YMCA has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the YMCA.	
My signature below certifies that I have never been convicted of or reported for abuse, neglect, sexual assault, or a related charge, against a child, as defined by the Colorado Revised Statutes. Furthermore, I am aware of the Colorado Revised Statute which states that intentionally/willfully placing a child in a position of danger with intent to commit harm to said child, or placing child in a position of mistrust to include sexual misconduct with a child, is punishable by law. I also understand the Administrative Staff of the YMCA is required to report any such misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution and termination. Any applicant who knowingly or willfully makes a false statement of any material fact in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S. and, upon conviction thereof, shall be punished accordingly.	

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct. My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and the YMCA of Pueblo concerning the nature of my employment, if any, by the YMCA and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the YMCA. I understand and agree that, except as noted above, no person who is either an agent or employee of the YMCA of Pueblo may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Applicant Signature

Date of Application

*Please submit completed application, resume and cover letter to
The YMCA of Pueblo, 3200 Spaulding Ave, Pueblo, CO 81008 or Fax: (719) 544-3780*

YOUTH PROGRAMS ADDENDUM

Any previous youth development experience? Y <input type="checkbox"/> or N <input type="checkbox"/>	If yes, as a <input type="checkbox"/> participant <input type="checkbox"/> staff member
Are you: <input type="checkbox"/> 16 years or older <input type="checkbox"/> 18 years or older <input type="checkbox"/> 21 years or older	
Please describe any awards or special recognition that you have received at work, school, or as a volunteer:	
Indicate any special skills and interests such as arts and crafts, drama, sports, aquatics, shooting sports, rock-climbing, nature, or other:	
List any hobbies or special interests you have that might prove beneficial to you as a youth development staff:	
Please tell us why you want to work with youth:	
Explain which age group you would prefer to work with and why:	
Please describe something that you've done at work, school, while volunteering, or at a place of worship that you are especially proud of. (Also, if you have a resume, please attach it.)	

SKILLS DATA

The following skills inventory will be used to assess your strengths in relation to our desire to build a well-balanced staff. Rate each of the following based on this scale. Employment is not contingent upon high ratings in all categories. Please assess yourself honestly.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Have little or no knowledge and skill in area 2. Have some skill, could assist in teaching/leading activity | <ol style="list-style-type: none"> 3. Considerable skill, could lead and teach without assistance 4. Hold an active certification for this activity |
|---|---|

Camping Applicants Only		
Activities	Outdoor Skills	Other
Arts:	Fire Building:	Foreign Language:
Drama:	Outdoor Cooking:	Campfire Programs:
Skits:	Hiking:	Rocks & Minerals:
Singing:	Survival Skills:	Trees & Plants:
Story Telling:	Compass Use:	Cooking:
Horseback Riding:	Tent Set Up:	Other:
Archery:	Backpacking:	Other:
Riflery:	Minimum Impact:	Other:
Group Games:	Canoeing:	Other:

All Applicants
Certifications
CPR:
First Aid:
Advanced First Aid:
Life Guarding:
Swim Instructor:
Ropes Course:
Rock Climbing:
Drivers License:
Other:

YMCA OF PUEBLO, COLORADO

APPLICATION FOR EMPLOYMENT

PERSONAL REFERENCE FORM

Please give this to a personal reference and have them complete it and return it to:

YMCA of Pueblo; 3200 Spaulding Avenue; Pueblo, CO 81008

Fax: 719-544-3780

Applicants Name:	
Position Desired: <input type="checkbox"/> Nursery <input type="checkbox"/> Toddler <input type="checkbox"/> School Age <input type="checkbox"/> Middle School <input type="checkbox"/> Nursery <input type="checkbox"/> Day Camp <input type="checkbox"/> Resident Camp	
I authorize _____ to provide relevant information that may be <small>(Name of Reference)</small>	
required to arrive at an employment decision.	
Applicant Signature:	Date:

PLEASE MAKE AN (X) IN THE BOX FOR YOUR ANSWER

To the best of your knowledge, is this candidate...

	Never	Mostly	Always	Unknown	Comments
Able to plan time intelligently?					
Willing to cooperate with others?					
Healthy, responsible and energetic?					
Mentally alert?					
Emotionally mature for their age?					
Able to make friends easily?					
Able to finish projects once begun?					
Honest and trustworthy?					
Neat in appearance?					
Willing to accept criticism?					
Responsible and dependable?					
Able to cope in stressful situations?					
Enthusiastic?					
Willing to learn new skills?					

As a parent, would you place your youth in this person's complete care?
How long have you known this applicant?
Generally, how would you rate this person as to their suitability to being a staff member at the YMCA?
In summary, would you recommend this person for employment?

Thank you for taking your time to complete this reference. Please include any additional comments on the back of this reference or include a letter. Please return promptly to the YMCA.

Printed Name	Title	Signature	Date
Street Address	City	State	Zip Phone #

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