



# YMCA CAMP ERNST

## JUNIOR COUNSELOR PROGRAM

Rising Seniors in High School are eligible to apply for a Junior Counselor position. Junior Counselors must be able to commit to the complete three-week session, which includes Sunday at 1:00pm to Saturday at 11:00am of each week during the session. All Junior Counselors will go home on the Saturday in between weeks. Junior Counselors are paid a stipend of \$300 per three-week session.

In addition to a Junior Counselor session, rising Seniors may also apply for one of our Junior Counselor Internship positions. JC interns can expect to gain leadership experience at camp, apply new skills in their assigned area, and learn how to best incorporate their experience into their resume. These internships are in addition to the three-week Junior Counselor session. Interns will also be assigned a cabin to assist with in the evening. All internships are paid.

### THE JUNIOR COUNSELOR APPLICATION PROCESS

#### 1. COMPLETE THE ONLINE APPLICATION

Go to <https://myycamp.campbrainstaff.com/>. Create a new account using your own email address. All potential employees should have their own email account (Please do not use a parent email that is being used for camp brain account). Select the "Junior Counselor Application" and complete all sections, including selecting your position and session availability. If you are interested/available for more than one session, please remember to rank your preferences in the appropriate comment section.

- **Junior Counselor**- Junior counselors will be assigned to a cabin and under the guidance of their cabin counselors and junior counselor leader, will learn the important skills needed to be a successful camp counselor.
- **Ranch Junior Counselor**- Ranch junior counselors will be assigned to a cabin and under the guidance of their cabin counselors, the ranch staff, and junior counselor leader, will learn the important skills needed to be a successful camp counselor and ranch staff member.
- **Jr. Business Management Intern**- Assist with care packages, including keeping inventory and filling orders, assist with food ordering, sort mail, and other camp duties as assigned.
- **Jr. Office Intern**- Assist in the office, including making phone calls, maintaining our camp database, scholarship correspondence, filing, and other camp duties as assigned.
- **Jr. Media Intern**- Assist with the taking and uploading of daily camp photos, assist with the updating and managing our social media pages, and other camp duties as assigned.
- **Jr. Aquatics Intern**- Assist in supervising lifeguards at the pools, assist in planning and implementing weekly in-services, and other camp duties as assigned. Applicants must be a certified lifeguard to apply for this position.
- **Jr. Arts and Crafts Intern**- Assist in leading the arts and crafts program, assist in planning and implementing weekly projects, and other camp duties as assigned.
- **Jr. Nature Program Intern**- Assist in leading the nature program, assist in planning and implementing weekly lesson plans, and other camp duties as assigned.

You will receive a confirmation email when you have successfully submitted your application.

#### 2. SUBMIT REFERENCE INFORMATION THROUGH CHECKSTER AND FOLLOW UP WITH REFERENCES

After you submit your application, you will receive an email within two weeks through Checkster requesting the names and emails of your references. Please submit at least 5 references (2 relative and 3 non-relatives), but you

are allowed to submit more. Checkster will email your references and the form will be done electronically. Please make sure you reach out to your references ahead of time and let them know an email will be sent to them.

### **3. CHECK YOUR EMAIL FOR INFORMATION ABOUT JC INTERVIEWS**

Beginning January 15<sup>th</sup>, information about Junior Counselor interviews will be announced. Please make sure to your email on this date for information about next steps.

### **4. PREPARE FOR YOUR INTERVIEW AND ITEMS NEEDED FOR POTENTIAL EMPLOYMENT**

Interviews will be conducted virtually for summer 2021. All information regarding interviews will be announced January 15<sup>th</sup> via email. Please also prepare the following items for your potential employment. These will take some time to gather, so please make sure that you plan ahead! More information about how to turn these items in and deadlines will be announced January 15<sup>th</sup>.

- **A COPY OF A PHOTO ID** This may be a passport, school ID, or driver's permit.
- **A COPY OF YOUR BIRTH CERTIFICATE OR SOCIAL SECURITY CARD**
- **A DIRECT DEPOSIT ENROLLMENT LETTER FROM YOUR BANK** This may be either a voided check or a signed letter from the bank. Bank statements and deposit slips will not be accepted. If you do not already have a bank account, please set one up now. All YMCA employees are required to use direct deposit with your name on the account (cannot use parent's account unless the minor's name is also listed).

### **5. LETTER OF INTENT**

A Letter of intent for Junior Counselor employment will be emailed out by April 1<sup>st</sup>. Those offered a spot can accept their position by signing and returning the letter of intent. Each JC member will also be required to complete YMCA payroll paperwork and additional online trainings. All paperwork must be returned before you can attend future trainings or camp events. We will keep active waitlists for those who are not initially offered a position.

### **6. ATTEND/COMPLETE YOUR REQUIRED TRAININGS**

An email with more information for trainings will be sent out upon acceptance of your position.

### **7. SHOW UP FOR YOUR SCHEDULED WEEKS**

The Junior Counselor position is a job, and we're counting on you for the session you are scheduled! If something comes up and you can no longer work your contracted session, please let us know in writing as early as possible (at least two weeks before you are scheduled or as soon as you know of the conflict).

If you have any questions, please email Megan at [mgierhart@myy.org](mailto:mgierhart@myy.org) or call the office at (859)586-6181.

# **JUNIOR COUNSELOR FREQUENTLY ASKED QUESTIONS**

## **APPLYING TO BE A JUNIOR COUNSELOR**

### **WHO IS ELIGIBLE FOR E-TEAM?**

The Junior Counselor program is for rising seniors in high school or those who are 17 years of age. It is not necessary to have previous camp experience.

### **WHO SHOULD COMPLETE THE JUNIOR COUNSELOR APPLICATION?**

Since this is a job, it is important for the Junior Counselor candidates to complete the application themselves. This means they should also have their own email address to register for an account, separate from parents. While there still will be some communication with parents, we want the Junior Counselor candidate to take responsibility during this process, including submitting the application, preparing for the interview, emailing with questions, and following deadlines.

### **WHAT IS THE DEADLINE FOR APPLYING FOR A JUNIOR COUNSELOR POSITION?**

We will be accepting Junior Counselor application on a rolling basis starting November 15<sup>th</sup>. If you wish to be in considered in the first round of employment offers, please complete your application no later than March 1<sup>ST</sup>. Applications submitted after this date will be processed if space is available.

### **IS THERE A BENEFIT TO APPLYING EARLY?**

There is not a benefit in the job acceptance process but we do strongly encourage people to apply early to help our team manage and process applications and interviews.

### **WHAT ARE THE SESSION DATES?**

- Session 1: June 13-July 3
- Session 2: July 4-24
- Session 3: July 25-August 14

### **CAN I APPLY FOR MORE THAN ONE SESSION?**

Chances are unlikely this summer for Junior Counselors to do more than one session. The exception would be to complete a junior counselor session and also apply for an internship.

### **WHAT DO I NEED TO DO TO PREPARE FOR MY INTERVIEW?**

We will send out more information about the interview process starting January 15<sup>th</sup>. Interviews will be conducted virtually. To prepare ahead of time, these are some of the things you will need:

- A copy of your current photo ID
- A copy of your birth certificate or social security card
- Completed reference forms through Checkster (see below for more info)
- A direct deposit enrollment letter or voided check

### **HOW DO I SUBMIT MY REQUIRED REFERENCES?**

After you submit your application, you will receive an email through Checkster requesting the names and emails of your references. You will need a minimum of 5 references (2 relative and 3 non-relatives), but you are allowed to

submit more. Checkster will email your references and the form will be done electronically. Please make sure you reach out to your references ahead of time and let them know an email will be sent to them.

### **IS EVERYONE HIRED AS A JUNIOR COUNSELOR?**

For summer 2021, we will only be able to offer a limited number of spots to the JC program and the application process is competitive. While we do try to offer positions to as many applicants as we can, it depends on the number of people applying for each session, as well as capacity limitations. You improve your chances when you complete steps and paperwork is turned in on time, you come to the interview prepared, you have completed references, and demonstrate enthusiasm for the job. Being flexible with your schedule and position preferences also allows for more flexibility on our end when scheduling.

### **WHEN WILL I KNOW IF I HAVE BEEN OFFERED A SPOT AND WHAT SESSION I AM ASSIGNED TO?**

We will begin informing people of their status within the Junior Counselor program by March 15<sup>th</sup>. The letter of intent will include your session you have been assigned. Your position is dependent upon completion of all training and paperwork being completed on time. Session offers do have the potential to be impacted by COVID-19.

### **WHAT DO I DO IF I AM NOT OFFERED A POSITION?**

We will maintain active waitlists for all sessions. You increase your chances of being offered a spot if you are flexible with what session and position you mark as interested. Those who are not offered a spot can still be involved in our Junior Board and may also apply to work at camp again the following year.

## **TRAININGS**

### **WHAT KIND OF TRAINING IS REQUIRED BEFORE MY SESSION?**

All Junior Counselors will need to complete a set of online trainings that will be sent via email in the Spring. Failure to complete the trainings by the deadline may result in the loss of weeks. Additional training, including Child Abuse Prevention, New Employee Orientation, Personnel Policies, and Emergency Procedures will be done virtually before the start of your session.

### **HOW WILL I BE TRAINED TO BE A JUNIOR COUNSELOR?**

During each session, Junior Counselors will meet with leaders of camp to train on topics like homesickness, bullying prevention, diversity and inclusion, fostering camper friendships, and more. They will have the opportunity to learn from their cabin counselors and practice these skills with their cabin group each week.

## **COVID-19 AND CAMP**

### **WHAT IS CAMP DOING TO PREPARE FOR COVID-19 THIS SUMMER?**

Our team is working closely with our local health department, the American Camp Association, our camp doctor, and camps across the country to determine how to best serve our community during summer 2021 and the impact it will have on our programs and procedures.

## **HOW IS COVID-19 GOING TO AFFECT THE SUMMER?**

Right now, we are planning for smaller group capacities, changes in screening procedures, increased cleaning and sanitizing efforts and programmatic changes. We are expecting to wear masks and maintain 6' distance when possible. As we learn more, we will keep you updated.

## **WHAT HAPPENS IF WE START SUMMER LATER THAN SCHEDULED BECAUSE OF COVID-19 OR IF A WEEK IS CANCELLED?**

Those scheduled for the week of that new start date will be the ones who will work. We will not be able to reschedule anyone if a week or session is cancelled unless there is space available. A canceled week means a canceled staff session.

## **WHILE YOU ARE AT CAMP**

### **WHEN DO I NEED TO ARRIVE TO CAMP? WHEN ARE WE FINISHED?**

Junior Counselors will need to arrive at camp by 1:00pm on Sunday each week of their session for a meeting at the Airwalk Pavilion. You should plan to be moved into the cabin and have your car moved if necessary before the meeting, but please do not arrive any earlier than 12:00pm to move in to the cabin. Cabin assignments will be posted online and on the office window by noon on Sundays. JCs are typically dismissed by 11:00am on Saturday each week, as long as their responsibilities are complete and areas are clean.

### **CAN I DRIVE MY CAR TO CAMP?**

Yes. All cars must be parked in the staff parking lot located next to the dodgeball court. You will not be able to access your car until Saturday.

### **WHERE DO JUNIOR COUNSELORS SLEEP?**

Junior Counselors will live in a cabin with campers or in a designated staff cabin.

### **WHAT SHOULD I PACK FOR CAMP?**

Junior Counselors should be prepared for a variety of camp activities. The camp packing list located on the website will cover most items needed for the week. All JCs should bring a watch to help keep track of time. Sturdy shorts/pants and closed-toe shoes are required for the ropes course. Long pants and boots are required for the ranch. One-piece bathing suits will be needed for water activities. Please also plan to bring several facemasks for your time at camp.

### **WILL I GET PAID?**

Yes, paychecks will be deposited directly into your bank account after completion of your assigned session according to the YMCA payroll schedule. Junior Counselors earn a stipend of \$300 for the three-week session.

### **CAN I STAY AT CAMP OVER THE WEEKEND?**

No one will be permitted to stay at camp over the weekends, so please plan accordingly.

### **AM I ALLOWED TO LEAVE CAMP DURING THE WEEK OR ON OFF TIME?**

No, Junior Counselors must stay on camp property during the week. All appointments should be scheduled outside of your assigned session. If an appointment is unavoidable, please let us know as soon as you can, but no later

than the Tuesday before the week of the appointment. We cannot guarantee time away from camp during your session if it interferes with your job assignment.

**AM I ALLOWED TO HAVE A CELL PHONE?**

Yes. However, cell phones may only be used in the staff lounge and other designated areas during your off time. You should plan to bring a watch to keep track of time.

**CAN I HAVE VISITORS WHILE I AM AT CAMP?**

No visitors are permitted during your time at camp.

**WHOM DO I TALK TO IF I NEED HELP?**

The Junior Counselor leader and Camper Unit Directors will be a great resource for all Junior Counselors. We ask that you are proactive and involve the leaders early so they can help you have a great experience. Megan and the rest of the program and admin senior staff are also here to support you.

**WHAT DO I DO IF I CAN NO LONGER WORK THE SESSION THAT I WAS ASSIGNED?**

If you are no longer able to work your session or an assigned week, you need to contact Megan Gierhart ([mquierhart@myy.org](mailto:mquierhart@myy.org)) as soon as possible. Remember, this is a job, and we are counting on you to be here during your scheduled time. We would like you to take responsibility for your job, and we expect to hear from you in writing directly and not your parents.

**WHAT IF I HAVE MORE QUESTIONS?**

Please call the office at 859-586-6181 or send Megan and email at [mquierhart@myy.org](mailto:mquierhart@myy.org).