



YMCA CAMP ERNST E-TEAM STAFF PROGRAM

E-team is a paid staff position at YMCA Camp Ernst for 16 year olds entering the 11th grade in Fall 2021. Due to state labor laws for minors, 15 year olds may participate, but will earn service hours instead of a stipend. E-team members will be assigned to an activity team for their three week session. E-teamers go home on the Saturday in between weeks and return Sunday in time for a staff meeting.

THE E-TEAM 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 E-team Application and complete all sections, including selecting your team preference and session availability. Rank your preferences in the appropriate comment section.

- **General Activities Team-** The General Activities Team may rotate between facilitating one of the following activities: sports and games, archery, BBs, nature, fishing, candle making, sport court, and crafts, and are supervised by the general activity team leaders. Stipend: \$180 per three-week session.
- **Lifeguard Team-** The lifeguard team will spend their time guarding at the pools, lake, and creek hikes, and running lake activities. We do offer a lifeguard certification option at camp but highly encourage you to find a course prior to the start of your session. Dates and price TBA. Stipend: \$300 per three-week session.
- **Ranch Team-** the Ranch Team will assist in ground and arena lessons, trail rides, and daily operation of the barn during their three-week session. Under the supervision the ranch leaders, they will learn the skills necessary to be a successful barn staff member. Stipend: \$180 per three-week session.
- **Ropes Course Team-** the Ropes Team will be responsible for running and operating both the high and low ropes course during their three-week session. Under the supervision of the ropes leader, they will help to inspect, operate, and maintain the ropes course activities and equipment. Stipend: \$180 per three-week session.

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. You must 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 E-TEAM INTERVIEWS

Beginning January 15th, information about E-team 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 15th 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 15th.

- **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 E-team employment including session dates will be emailed out by April 1st. Those offered a spot can accept their position by signing and returning the letter of intent. Each E-team member will also be required to complete YMCA payroll paperwork (for those that will be at least 16 during their session) 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

E-Team 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 or call the office at (859)586-6181.

E-TEAM FREQUENTLY ASKED QUESTIONS

APPLYING FOR E-TEAM

WHO IS ELIGIBLE FOR E-TEAM?

The E-team program is for rising juniors in high school or those who are 16 years of age. It is not necessary to have previous camp experience.

WHO SHOULD COMPLETE THE E-TEAM APPLICATION?

Since E-team is a job, it is important for the E-team 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 E-team 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 E-TEAM?

We will be accepting applications on a rolling basis beginning November 15th. If you wish to be considered in the first round of employment offers, please complete your application no later than March 15th. 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 E-teamers to do more than one session. However, please indicate on your application if your availability is flexible.

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

We will send out more information about the interview process starting January 15th. 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 ON E-TEAM?

For summer 2021, we will only be able to offer a limited number of spots for E-team. 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 and position, 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/TEAM I AM ASSIGNED TO?

We will begin informing people of their status within the E-team program by April 1st. The letter of intent will include your session and team you have been assigned. Your position is dependent upon completion of all training and paperwork on time. Position and 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 and teams. You increase your chances of being offered a spot if you are flexible with what session and team 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 E-Team members 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 FOR MY ACTIVITY TEAM?

Ropes, General Activities, and Ranch teams will receive training on the first Sunday and throughout their three-week session. Lifeguards get certified prior to their session through school or another community agency. Those electing to take the course at camp will receive more info about dates and price. Additional training and in-services will be completed during your assigned session for all activity teams.

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.

WHAT WILL HAPPEN IF WE CAN'T DO CERTAIN ACTIVITIES AT CAMP BECAUSE OF COVID-19 RESTRICTIONS?

If we must close down an activity area due to COVID, the E-teamers who are assigned to work with those activities will no longer be needed. Unfortunately, we will not be able to move you to a different team.

WHILE YOU ARE AT CAMP

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

E-Teamers will need to arrive at camp by 1:00pm on Sunday each week of their session for a meeting outside of the Casa. 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. E-Team will be dismissed at 10:00am on Saturday each week.

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 E-TEAMERS SLEEP?

Most E-teamers will sleep in the Casa, which is located by the soccer field in the valley behind Wallace Lodge. You will sleep in the cabin with other E-team members and the E-team leaders. Depending on cabin availability, some E-team members may also sleep in one of our other cabins on property.

HOW AM I ASSIGNED MY JOB FOR THE WEEK?

E-team leaders will provide a schedule so you know when and where you are supposed to be throughout the week.

WHAT SHOULD I BRING FOR E-TEAM?

E-Team members should be prepared to work a variety of activities. The camp packing list located on the website will cover most items needed for the week. All E-teamers 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. Lifeguards must have one-piece bathing suits, a hat, and sunglasses. Please also plan to bring several facemasks for your time at camp.

WILL I GET PAID?

For those E-teamers who will be 16 years old during any point of their three-week session, paychecks will be deposited directly into your bank account after completion of your assigned session according to the YMCA payroll schedule. E-teamers are paid \$180 for the three-week session, with the exception of lifeguards who make \$300 per session. If you are 15 years old, you may earn service hours.

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, E-team members 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 Friday 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 Casa and other designated areas during your off time. You should plan to bring a watch to keep track of time.

WHERE DO WE EAT?

E-teamers will receive a schedule at the beginning of the week that will help determine what dining hall they will eat for each meal. The location is determined by what unit of campers are assigned to your activity for that period. If you are unsure, there will always be an E-team leader near-by to help.

AM I ALLOWED TO RECEIVE MAIL?

Yes. Mail will be kept in the office and a leader will bring all mail to the CASA for distribution once a day Monday through Friday (times will vary depending on schedule). Please avoid sending any immediately perishable items or items that are time sensitive. Mail should be addressed as follows:

E-team Member's Name- Week __

E-TEAM

YMCA Camp Ernst

7615 Camp Ernst Road

Burlington, KY 41005

Note: 2021 mail policies are subject to change due to COVID-19.

WILL WE HELP WITH A CABIN?

Yes! E-teamers will be assigned to a cabin each week. You will help with the bedtime routine, participate in some evening programs, and will have to time to get to know your cabin throughout the week. These are all opportunities for you to observe counselors and practice your own skills as you prepare to become a counselor.

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 E-team leaders will be a great resource for all E-teamers. There will be at least four college-aged leaders who are here to help with any questions or problems. 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 (mqierhart@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 mqierhart@myy.org.