



YMCA CAMP ERNST SUMMER STAFF

JOIN OUR SUMMER CAMP TEAM

OUR STAFF

YMCA Camp Ernst is Greater Cincinnati's favorite overnight camp. Our programs for kids ages 5-15 combine safety, creativity, good clean fun, leadership activities, spiritual development and so much more. We are looking for top-notch staff members that will help us promote positive character values of honesty, caring, respect, and responsibility in young people through the healthy development of spirit, mind, body, and friendship.

CAMP HISTORY

In 1928 Willard L. Wade was looking for a way to provide a positive summer experience for the young people of Greater Cincinnati. He shared his vision with United States Senator Richard P. Ernst, who donated funds for the first 100 acres. Since that time Camp Ernst has grown to 365 acres of rolling hills, a 26 acre lake, ponds, creeks and clearings. Currently, there are 2 swimming pools, a 25 horse ranch, 36 cabins and other buildings to accommodate more than 400 boys and girls ages 5-15.



FACILITIES

The camp property is made up of 365 scenic acres of hardwood forests, playing fields, a horse barn and trails, and a 26-acre spring-fed lake. Camp's two creeks, two swimming pools, high and low ropes ensure that every day is full of exciting activities. Counselors sleep in a cabin with 10-12 campers and at least 1 other counselor. Bathhouses are located near each cabin area.

SUMMER CAMP PROGRAM

Campers are divided into units based on the grade level they will enter in the fall. Each camper is assigned to a cabin with campers around their same age and two counselors, with whom they will participate in camp activities. Cabins will rotate together throughout four activities areas: the ropes course, the lake, valley rotations, and fine arts. Meals are served family style and cabins will eat all meals together at the dining hall. Evenings are filled with large programs, including games like capture the flag, dodgeball, the Camp Ernst Party, and opening and closing campfires.

CAMP ACTIVITIES

With over 27 daily activities, there is something for everyone to enjoy at YMCA Camp Ernst. Activities include:

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| - Archery | - Fishing | - High Ropes Course | - Aquacycles |
| - BBs | - Fine Arts | - Low Ropes Course | - Rockit |
| - Nature | - Mountain Biking | - Lakefront | - 100 ft water slide |
| - Sports and Games | - Tunnel Slide | - Canoes | - Banana Boat |
| - Arts and Crafts | - Swimming | - Kayaks | - Horseback Riding |

LOCATION

YMCA Camp Ernst is located in Burlington, KY. The camp is conveniently located 15 minutes away from the Cincinnati/Northern Kentucky International Airport and just 25 minutes from downtown Cincinnati.

IMPORTANT DATES AND PAY

- Lead Week (for all those hired into a leadership position): May 29-June 3
- Orientation Week (mandatory for all 18+ staff and older: June 5-10
- Summer Dates: One week camper sessions run from June 13-August 14
- 18+ overnight staff receive a stipend of \$400 per week

DAILY SCHEDULE

Staff members must report to camp the Sunday of each week by 1:00pm for a staff meeting. Staff members will receive time off each day. Each staff member may leave after being checked out on Saturday by their unit leader, typically around 10:30am.

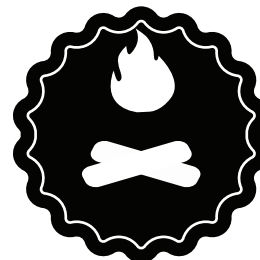
EXAMPLE SCHEDULE

8:00am- Wake up	5:00pm- Dinner
8:15am- Breakfast	5:30pm- Mail Call
9:15am- Activities with cabin	6:30pm- Choice Activities
12:30pm- Lunch	8:00pm- Evening Program
1:30pm- Activities with cabin	9:30pm- Cabin time and devotion
4:30pm- Chapel	10:30pm- Lights Out

STAFF EXPECTATIONS

Staff members are to uphold and abide by the mission, values, general rules, and authority of camp administrators. Staff members are expected to be on time and on duty attending to campers' individual needs, positive experience, and safety (physical & emotional). Staff is expected to respectfully help maintain equipment and facility for safety and positive image. Staff must abide by the YMCA Child Protection Policy including never being alone with another camper or staff member. We have a zero tolerance policy for alcohol or drugs on property; in addition, no alcohol or drug use is tolerated (including marijuana) during your contracted time with us whether on- or off-duty. All staff members are to be certified in First Aid and CPR. Each staff member will receive our code of excellence and employee handbook.

STAFF POSITIONS EXPLAINED



COUNSELOR POSITIONS

Cabin Counselors

Rising Freshmen in college and up. Cabin counselors will work as a team with their co-cabin counselors in leading the cabin group of campers through a successful camp week. Cabin counselors will facilitate relationship building between campers, play an active role in all camp activities, maintain paperwork, and act as the first level of intervention in camper and cabin issues.

LEADERSHIP POSITIONS

Camper Unit Director (Lakeview, Valley, LITs, and Crew)

At least 21 years old. The camper unit directors are responsible for their assigned unit, including campers and staff. They will plan, schedule, implement, and evaluate all aspects of the program. Unit Directors will create a positive environment and will counsel staff and campers as issues arise.

Camper Unit Specialists (Lakeview, Valley, LITs, and Crew)

Rising Sophomores in college and older. The camper unit specialists are assigned to a unit and will assist in supporting all aspects of cabin life and camper needs. Unit specialist will also be assigned a secondary role to help support camp life (including roles like International, partnerships, Kitchen, etc).

Teen Program Unit Director- General Activities

Must be at least 21 years old. The General Activities leaders are responsible for the safe and efficient operation of all general camp activities. They are responsible for supervising the general activities team – ensuring the safety of all participants at all times, creating schedules, evaluating programs and staff. The general activities leaders will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

Teen Program Unit Director- Junior Counselor

Must be at least 21 years old. The JC Leader will support the Junior Counselors and the camper unit staff. They will plan, implement, and schedule leadership and counselor skill lessons each week for all junior counselors. The JC Leader will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

Teen Program Unit Director- Lakefront

Must be at least 21 years old. The Lakefront leader is responsible for the safe and efficient operation of the waterfront program area, including all swimming and boating activities. They are responsible for supervising the lifeguard team, ensuring the safety of all swimmers and boaters at all times, creating schedules, evaluating programs and staff. The lakefront director will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

Teen Program Unit Director- Ropes

Must be at least 21 years old. The Ropes leader is responsible for the safe and efficient operation of the high and low ropes course. They are responsible for supervising the ropes team – ensuring the safety of all participants at all times, creating schedules, evaluating programs and staff. The ropes leader will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

Program Specialist- Evening Program Leader

Rising Sophomore in college and older. The Evening Program Leader will be the master of all evening camp fun planning and implementing big games, special evening programs, and choice activities for all camper units each week. The Evening Program Leader will also assist in the implementation of the summer camp program and assist in other camp duties as assigned.

Program Specialist- Mountain Bike Leader

Rising Sophomores in college and up. The mountain bike leaders will be responsible for the safe and efficient operation of the mountain bike program. They are responsible for ensuring the safety of all participants at all times, creating schedules, evaluating the program, and basic bike maintenance and upkeep of mountain bike trails. They will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

Admin Specialist- Media Intern

Rising Sophomores in college and up. The media intern will be responsible for capturing the camp experience through pictures and video and upload to our photo site. They will help maintain all social media accounts and blogs throughout the summer. The media intern will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

Admin Specialist- Office Intern

At least 21 years old. The office intern will help with daily office responsibilities, including mail, assisting with cabin assignments, care packages, and food ordering. The office intern will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

DAY CAMP POSITIONS

Day Camp Counselors

Rising Freshmen in college and up. Day camp counselors will work in leading the cabin group of campers through a successful camp week. Counselors will facilitate relationship building between campers, play an active role in all camp activities, maintain paperwork, and act as the first level of intervention in camper and cabin issues. The day camp program runs Monday-Friday. This is a position that allows staff to commute. Staff are paid \$9-10 per hour.

Day Camp Unit Director

At least 21 years old. The day camp unit directors are responsible for the day camp program including campers and staff. They will plan, schedule, implement, and evaluate all aspects of the program. Unit Directors will create a positive environment and will counsel staff and campers as issues arise. The day camp program runs Monday-Friday. This is a position that allows staff to commute. This position begins at \$10 per hour.

RANCH POSITIONS

Ranch Counselor

Rising Freshmen in college and up. Ranch counselors will counsel ranch camp campers and others through a successful camp week and assist in the care of and instruction of ranch programs. They will help maintain a clean, safe ranch facility and program, lead trail rides, facilitate relationship building between campers, play an active role in all camp activities, maintain paperwork, and act as the first level of intervention in camper and cabin issues.

Ranch Intern

Must be at least 21 years old. The Ranch Intern will assist with the whole equine management experience. They will work with program supply ordering, scheduling, teaching equine lessons, and herd management. The Ranch Intern will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

Ranch Unit Leader

The Ranch Unit Leader is responsible for the safe and efficient operation of all ranch program. They are responsible for supervising the ranch team – ensuring the safety of all participants at all times, creating schedules, evaluating programs and staff. The ranch unit leader will also assist in the implementation of the summer camp program and assist in other camp duties as needed.

SUPPORT STAFF

Cook

Must be at least 21 years old. Cooks are responsible for the preparation of food and the proper handling of food and service area for camp participants. Cooks will clean and prepare food service areas, cook, portion and prepare all foods, supervise kitchen help, work with families with dietary needs, and other duties as assigned.

Facilities Management Internship

Rising Sophomores in college and up. The Facilities Management Intern will assist in grounds-keeping duties on the camp property, facility projects, custodial duties, and minor maintenance and repairs under the supervision of the Property Manager. The Facilities Management Intern will assist in the implementation of the summer camp program and assist in other duties as assigned.

Housekeeping

Rising Sophomores in college and up. The Housekeeping staff will assist in maintaining the cleanliness of camp, including cleaning bathrooms, office areas, common areas around camp. They will work closely with the 15 year old crew volunteers, as they assist with cleaning bathrooms. The Housekeeping staff will assist in the implementation of the summer camp program and assist in other duties as assigned.

Kitchen Assistant

Rising Sophomores in college and up. The Kitchen Assistants will work in the two kitchens at camp, helping to prepare meals for over 700 people each day. Duties include meal prep, cooking, washing dishes, and more. The Kitchen Assistants will assist in the implementation of the summer camp program and assist in other duties as assigned.

Nurse

Our dedicated camp nurses help provide a safe experience for all of our campers and staff. Camp nurses (RNs and above) receive a stipend for their time and also earn credits to use toward a week of summer camp, up to a full week of camp for their children. Nurses need to have or obtain a valid Kentucky Nursing License prior to the start of camp, which is reimbursable for those committing to a week of camp. Includes week long, Sunday, and weekend opportunities.

STAFF APPLICATION PROCESS

1. Complete an online application

Go to <https://myycamp.campbrainstaff.com/>. Create a new account using your own email address. If you have worked at Ernst during a previous summer, please use your same login. Select the appropriate application and complete all sections, including selecting your position and session availability.

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 interviews

Beginning January 15th, information about 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.

- o **A COPY OF A PHOTO ID** This may be a passport, school ID, or driver's permit.
- o **A COPY OF YOUR BIRTH CERTIFICATE OR SOCIAL SECURITY CARD**
- o **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 staff employment will be sent on a rolling basis after the review and completion of the interview process. Those offered a spot can accept their position by signing and returning the letter of intent. Each staff 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. Please make sure to mark your calendar for Leadership Staff Training (May 29-June 3) and Staff Training (June 5-10)

6. Show up for your scheduled weeks

We are 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.

FREQUENTLY ASKED QUESTIONS

What is the deadline for working at camp this summer?

We will be accepting applications on a rolling basis starting November 15th. Interview information will be sent via email beginning on January 15. Employment offers will be sent on a rolling basis after the interview process is completed.

Do I need to work all summer?

Cabin counselor are not required to work every week. We ask that you do commit to our staff training week plus a minimum of four camper weeks. We encourage leadership staff to commit to the whole summer, but if your schedule does not allow for this, please reach out to Megan to discuss options.

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.

What kind of training is required before my session?

All staff 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. During staff training, you will learn all of the necessary skills needed to be successful during your time at camp.

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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.

When do I need to arrive to camp? When are we finished?

Staff 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. Leadership staff can expect to arrive to camp around 11:00am to prepare for the week. Cabin assignments will be posted online and on the office window by noon on Sundays. Staff are typically dismissed by 11:00am on Saturday each week, as long as their responsibilities are complete and areas are clean.

What should I pack for camp?

Staff 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.

Do we get off time?

Yes, staff will be scheduled for off time each day and will also get the Saturday to Sunday off between weeks. We cannot guarantee off time requests, so please try to plan all appointments outside of your scheduled time.

Will I get paid?

Yes, paychecks will be deposited into your bank account according to the YMCA payroll schedule. Pay varies per position. Please contact Megan if you have questions.

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 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 Leadership team will be a great resource for all staff. We ask that you are proactive and involve the leaders early so they can help you have a great experience. Megan, Eli, 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 a 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 (mgierhart@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.

What if I have more questions?

Please call the office at 859-586-6181 or send Megan and email at mgierhart@myy.org.