



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 10:30am of each week during the session. All Junior Counselors will go home on the Saturday in between weeks. Junior Counselors are paid a stipend starting at \$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 was previously used for a 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.

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

2. CHECK YOUR EMAIL FOR THE STATUS OF YOUR APPLICATION

Junior Counselor applications will be collected on an ongoing basis. Within 2 weeks of receiving your application, an email will be sent from our camp team regarding the status of your application. The Junior Counselor application process is competitive and not all who apply will be offered an interview time.

3. SUBMIT REFERENCE INFORMATION THROUGH OUTMATCH

If you are invited to an interview, you will receive an email through Outmatch 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. Outmatch 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.

4. PREPARE FOR YOUR INTERVIEW

Interviews will be conducted virtually for summer 2022. Those who are offered an interview will be informed via email.

5. PREPARE ITEMS NEEDED FOR POTENTIAL EMPLOYMENT

For new employees (those that did not do E-team in 2021), please prepare the following items for your potential employment. It may 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.

- **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).

6. LETTER OF INTENT

We will be offering early acceptance positions each month based on application, reference, and interview scores. Candidates who are not offered an early acceptance spot can expect a status update by March 15th. Those offered a spot can accept their position by signing and returning the letter of intent. Each Junior Counselor 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.

7. ATTEND/COMPLETE YOUR REQUIRED TRAININGS

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

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

JUNIOR COUNSELOR FREQUENTLY ASKED QUESTIONS

APPLYING TO BE A JUNIOR COUNSELOR

WHO IS ELIGIBLE TO BE A JUNIOR COUNSELOR?

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 applications on a rolling basis beginning October 4th. While there is no deadline to apply, we recommend applying before March 15th.

IS THERE A BENEFIT TO APPLYING EARLY?

We will be offering early acceptances each month, however most applicants will hear back by March 15th on the status of their application. 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 12-July 2
- Session 2: July 3-23
- Session 3: July 24-August 13

All Junior Counselors go home on the Saturday in between sessions at 10:30am and return Sunday by 1pm in time for the staff meeting.

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.

HOW DO I SUBMIT MY REQUIRED REFERENCES?

After you have been offered an interview slot, you will receive an email through Outmatch 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. Outmatch 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 DO I NEED TO DO TO PREPARE FOR MY INTERVIEW?

Come prepared to talk about why you want to work at camp, your experience working with children, and what you feel like you can add to the camp team. We will send out more information about the interview process once you are scheduled. Interviews will be conducted virtually.

IS EVERYONE HIRED AS A JUNIOR COUNSELOR?

There are a limited number of spots for Junior Counselors. 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 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?

Starting in November, we will offer select candidates early acceptance into the Junior Counselor program. If you are not offered an early acceptance spot, you can expect to hear a status of your application by March 15th. 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?

Send an email to Megan indicating your interest in remaining on a waiting list and/or adding availability to your profile. 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 continues to closely work 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 2022 and the impact it will have on our programs and procedures.

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 10:30am 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 starting at \$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. David, 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 (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 (not your parents).

WHAT IF I HAVE MORE QUESTIONS?

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