



# 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 2022. 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 two week session. E-teamers go home on the Saturday at 10am in between weeks and return Sunday by 1pm 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 was previously 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 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: starting at \$120 per two-week session.
- **Lifeguard Team**- The lifeguard team will spend their time guarding at the pools, lake, and creek hikes, and running lake activities. We may be able to offer a lifeguard certification option at camp but highly encourage you to find a course prior to the start of your session. Stipend: starting at \$200 per two-week session.
- **Ranch Team**- the Ranch Team will assist in ground and arena lessons, trail rides, and daily operation of the barn during their two-week session. Under the supervision of the ranch leaders, they will learn the skills necessary to be a successful barn staff member. Stipend: starting at \$120 per two-week session.
- **Ropes Course Team**- the Ropes Team will be responsible for running and operating both the high and low ropes course during their two-week session. Under the supervision of the ropes leader, they will help to inspect, operate, and maintain the ropes course activities and equipment. Stipend: starting at \$120 per two-week session.

### 2. CHECK YOUR EMAIL FOR THE STATUS OF YOUR APPLICATION

E-team 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 E-team 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

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 15<sup>th</sup>. 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.

## **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**

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 David at [dchambers@myy.org](mailto:dchambers@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 October 4th. While there is no deadline to apply, we recommend applying before March 15<sup>th</sup>.

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

We will be offering early acceptances each month, however most applicants will hear back by March 15<sup>th</sup> 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 12-25
- Session 2: June 26-July 9
- Session 3: July 10- 23
- Session 4: July 24-August 6
- Week 9: August 7-13

All E-teamers must go home on the Saturday at 10am in between weeks and return Sunday by 1pm for a staff meeting.

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

Absolutely. If you are available for multiple sessions or if your availability is flexible, please indicate this on your application.

## **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 ON E-TEAM?**

There are 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?**

Starting in November, we will offer select candidates early acceptance into the E-team program. If you are not offered an early acceptance spot, you can expect to hear a status of your application by March 15<sup>th</sup>. 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 David ([dchambers@myy.org](mailto:dchambers@myy.org)) indicating your interest in remaining on a waiting list and/or adding availability and team preference 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 E-Team members will need to complete a set of online trainings that will be sent via email following your offer. 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 two-week session. Lifeguards get certified prior to their session through a local YMCA or another community agency. Those electing to take the course at camp if offered 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 continuing to work 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 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?**

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.

#### **HOW MUCH TIME WILL I BE WORKING EACH DAY?**

E-teamers can expect to be at their assigned activity area from breakfast until dinner. In the evening, E-teamers will assist with a camper cabin or with running camp programs. There will be breaks throughout each day.

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

For those E-teamers who will be 16 years old during any point of their two-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 a stipend, starting at \$120 for the two-week session, with the exception of lifeguards who make \$200 per session. If you are 15 years old, you will earn 80 service hours per a 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, 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: 2022 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. 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 David Chambers ([dchambers@myy.org](mailto:dchambers@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 David an email at [dchambers@myy.org](mailto:dchambers@myy.org)