



Ann Arbor YMCA Camp AI-Gon-Quian New Staff Member Application

November 1, 2011

Dear Potential Camp AI-Gon-Quian Staff Member:

Thank you for your interest in a summer staff position at YMCA Camp AI-Gon-Quian. The purpose of this letter is to help you understand more about our camp, our program and our expectations of staff members. Working with youth and teens in a resident camp setting is one of the most challenging experiences you may ever have. It requires a level of commitment and energy far beyond other kinds of summer employment, even other positions that involve working with children. The rewards, however, are as great as the challenges. The opportunities camp provides for deeply affecting the life of a child are unmatched by other educational methods.

Why work at camp?

At YMCA Camp AI-Gon-Quian, each day provides the opportunity for new adventures – allowing everyone the chance to grow and develop. Staff members bring energy and excitement to challenging and creative outdoor activities for their campers. As a summer camp staff member, you will be developing and demonstrating values like honesty, caring, respect, responsibility, humor, patience and leadership – characteristics which are highly regarded by future employers.

Who are these positions for?

Summer positions at YMCA Camp AI-Gon-Quian are for hard working, enthusiastic people who enjoy fun and camaraderie. This work is for dedicated individuals who have a sincere desire to work with children and have a positive impact on their lives. The work is demanding of your time, energy and emotions and requires a great deal of self-motivation, patience and creativity.

Only qualified individuals, who demonstrate a deep sense of commitment and character, and can be strong, positive influences in the camper's lives, are selected to be Camp AI-Gon-Quian staff members. We're looking for responsible and caring individuals to bring their skills to our summer staff community. Our number one priority is finding summer staff who will be positive role models for our campers. We are also looking for charisma, maturity and activity skills that can support and add to our program. To ensure the safety of all of our youth, we have all staff applicants (prior to hiring) undergo a thorough background check. Staff members are, without question, the key to happy and healthy campers and a successful summer camp. We are looking for individuals who enjoy and have the skills to work with children in the camp setting – 24 hours a day.

An experience that lasts a lifetime

A summer camp counselor position is more than just a summer job. You will receive extensive training and you will have hundreds of hours of experience working with youth. You'll make countless memories at AGQ and have endless stories to tell about your experience. But time spent as a counselor at AGQ goes beyond the job: Camp AI-Gon-Quian is a community filled with tradition and warmth, and the friendships that develop here often last a lifetime.

General Information about our Program

Al-Gon-Quian is a co-ed summer camp for youth and teens, ages 8-16. We offer a traditional summer camp experience, such as nature, sports, archery, waterfront activities and arts and crafts. But we look to our staff to provide a much more comprehensive program, often including dance, creative writing, reading, out-of-camp trips, leadership and many other options.

Information about our Staff

AGQ employs about 55 summer staff members as well as 40 volunteer teens who serve as Counselors-In-Training throughout the summer. All full-summer staff members are required to hold a high school diploma or equivalent. The majority of our staff members are college-age students originally from the Ann Arbor area. Our staff members scatter across the country during the school year, attending universities everywhere from Columbia to Tulane. About 93% of the AGQ staff were campers themselves, growing up in our camper and teen programs. More than 96% percent of our 2010 staff members were returning staff members. This number shows not only how much our staff members love their job and how dedicated they are to the work we do, but also the competitive nature of the application process.

Al-Gon-Quian's Facilities

Our beautiful 150 acre camp sits on the southwest shore of Burt Lake, 250 miles north of Ann Arbor. The main site offers a combination of lakeshore, rolling hills and fields, woods and a natural spring. The lake provides the ideal location for aquatic activities during the day, and it is a canvas for the moon, stars and northern lights at night. Other facilities include a basketball court, disc golf course, a woodworking shop, playing fields for land sports and games, a barn and horse pasture, climbing wall and zip line and miles of walking trails. Our multipurpose building, Rowe Hall, houses the drama program, the camp store, indoor evening activities, and a variety of rainy day opportunities. Our rustic cabins typically sleep eight campers and two counselors. Both the boys' and girls' sides of camp have access to modern bathroom facilities, complete with hot water and showers with private changing stalls.

2012 Summer Schedule

Admin Staff Training:	June 9 – June 16	4 th Session:	July 29 – August 12
Specialist Training:	June 14 – June 16	5 th Session:	August 12 - 19
Staff Training:	June 16 – June 23	6 th Session:	August 19 – 26
1 st Session:	June 23 – June 30	Mini-Camp:	August 19 - 22
2 nd Session:	June 30 – July 14		
3 rd Session:	July 14 – July 28		

Typical Daily Schedule

7:45	First Bell	5:15	Flag
8:00	Second Bell	5:30	Dinner
8:15	Flag	6:00	Free Time and Store
8:30	Breakfast	7:30	Evening Activity
9:00	Cabin Cleanup	9:00	Green Trees and Taps
9:30	Assembly	9:15	Get Ready for Bed
10:00	First Activity Hour	9:30	Devotion
11:00	Second Activity Hour	10:00	Lights out for 8-12 year olds
12:00	Free Swim	10:30	Lights out for 13-16 year olds
12:45	Lunch	11:30	Counselor-in-Training Curfew
1:30	Rest Hour	12:30	Counselor Curfew
3:00	Third Activity Hour		
4:00	Fourth Activity Hour		

Staff members serve as cabin counselors

All staff, with the exception of some administrative and support staff, live with a group of campers. We believe that the cabin counselor is the most important summer camp position at YMCA Camp Al-Gon-Quian. Each cabin group is staffed with a minimum of two counselors, at least one of which is a Senior Counselor. The second counselor is a Senior Counselor, a Junior Counselor or a Counselor-in-Training.

Time Off

Summer staff will have one consecutive 24 hour period off (1:30 p.m. – 1:30 p.m.) per week, and one night off (5:30 p.m. -12:30 a.m.) per week. On most nights, staff members have a free time period from 10:30 p.m. to 12:30 a.m. During this time, staff members shower, prepare for the next day, make phone calls and socialize with co-workers. Staff must check out with the camp office when leaving camp property and check in when returning. Curfew times are strictly enforced. All counselors under the age of 18 must contact their parents and receive verbal consent to sleep off camp.

Time off is not extended if staff leave later than the scheduled time for time off unless it is for a mandatory staff meeting or if a camper emergency arises. All staff members are expected back at camp and on the job at their next scheduled shift. Some staff may occasionally need to return early from time-off for overnights or other camp programming. In such cases, given reasonable advanced notice, the program director will assist in re-arranging time off. Any time off that differs from the traditional times must be communicated to the director and program director as far in advance as possible.

Training Information

Pre-Staff Week Trainings

Prior to staff week, there are several other trainings that occur, both at the Ann Arbor YMCA and at Camp Al-Gon-Quian. During the month of May and the first two weeks of June, Red Cross trainings, including CPR for the Professional Rescuer, First Aid, Lifeguarding and others, take place at the Ann Arbor YMCA. All staff members are required to be certified in First Aid and CPR for the Professional Rescuer. Some positions require additional certifications. If you take these classes at the Ann Arbor YMCA, they are free of charge. If you are unable to make the trainings offered at the Ann Arbor YMCA, you are responsible for arranging your own certification trainings through your local Red Cross and any associated fees.

Specialist training is for activity area specialists. This two-day training gives activity area specialists the opportunity to set up their area, organize equipment and supplies, evaluate the need for additional supplies, work on their curriculum and spend time setting goals with the Waterfront Director, Barn Director or Program and Leadership Directors.

Staff Training

Before beginning to work, all staff members are required to attend a week-long staff training/orientation session. Staff training includes: an orientation to YMCA Camp Al-Gon-Quian – its standards, procedures, philosophy and mission; training for specific job responsibilities and learning and developing the skills necessary to perform assignments effectively. For clarification and understanding, camp policies and regulations are also reviewed at this time. Staff training is mandatory for all new staff members.

Personnel Policies

Because camp provides a complete living environment for children where staff and campers are in constant contact, there are restrictions and guidelines for the behavior of staff that affect many freedoms you may be used to as an adult. The following are three important policies. If hired, a complete listing will accompany your contract.

Code of Conduct

All staff shall exemplify the ideals and values of YMCA Camp AI-Gon-Quian. They shall conduct themselves in a manner that is a credit to themselves and YMCA Camp AI-Gon-Quian both in and away from camp. Staff shall represent themselves and YMCA Camp AI-Gon-Quian to campers, parents, other staff and members of the community in a positive manner at all times. Staff shall adjust personal habits and actions to be in accordance with the policies, procedures, philosophy and ideals of Camp AI-Gon-Quian.

Substance-Free Workplace

The YMCA is committed to providing a drug, alcohol & tobacco free environment for staff and campers. Staff are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale of illegal substances, or inappropriate use of any legal substance while on working time or at the workplace (on or off camp property). Staff members who choose to use alcohol or drugs on camp will be immediately terminated.

Such conduct is also prohibited during non-working time to the extent that it, in the Camp Director's opinion, impairs the employee's ability to perform their job, affects the Association's reputation, or threatens its integrity. Use of legal or prescription drugs is prohibited to the extent that use impairs the staff member's ability to perform their job or adversely affects the safety of the employee or others. Returning to camp property, during working or off hours while intoxicated or under the influence of drugs will be cause for immediate termination.

Employees are prohibited from giving or making available alcoholic beverages to individuals under the age of 18 at any time. Staff members over the age of 18 who provide alcohol to, or drink with staff members under the age of 18 will be dismissed immediately and will not be eligible for rehire. Consumption of alcohol by a staff member under the age of 18 will be cause for immediate dismissal. All employees will refrain from consumption or use of any tobacco product while on duty or on camp property. Use of tobacco products on camp will result in discipline up to and including termination.

Personal Relationships

Personal relationships between staff should be conducted on personal time outside of camp, and should be discreet and not distract from our primary responsibility - the campers. Inappropriate relationships may cause discipline action, up to and including termination. Romantic actions including hand holding, kissing, prolonged hugging, and flirting are inappropriate during working hours. Sexual activity of any kind on camp property is cause for immediate termination. Relationships between someone over the age of 18 and someone under the age of 18 is prohibited. This includes staff members and junior counselors, Counselors-In-Training, Leaders-In-Training and campers. Staff members found to be having inappropriate relations will be dismissed immediately. If it involves staff member or participant under the age of 18, the YMCA and DSS will be contacted.

Hiring Schedule

Please keep the following dates in mind.

January 2, 2012 – Applications for administrative, program staff, medical, kitchen and support staff due. Interviews begin for administrative, program staff, medical, kitchen and support staff in early January.

January 16, 2012 – Applications for counselors and activity area specialists due. Interviews begin for counselors and activity area specialists in early February.

End of February – Camp staff selected; letters will be sent to all applicants

Once your completed application is received, we will review your qualifications in consideration for a position with the summer camp program. Qualified applicants will be notified by phone for an interview. An in-person interview is preferred; however, if your distance from the Ann Arbor YMCA prohibits this, we may opt to schedule a telephone or Skype interview for you. If you reside out of the area but will be in town for winter break,

feel free to set up an interview during that time.

Reference Letters

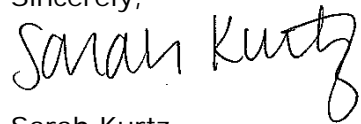
To ensure your application will be considered, have your three references return the Confidential Reference Forms to the Ann Arbor YMCA by January 16, 2012. Please do not use family members as references. Teachers, coaches, mentors, religious leaders and employers are all excellent choices.

Meeting the Challenge

If you think working at a camp is for you, Camp Al-Gon-Quian is a great place to spend your summer. There are not many more rewarding things you can do for ten weeks of your life, and we are certain that you won't be disappointed by a choice to spend those weeks on Burt Lake.

Please recognize that competition is very high for open spots at Al-Gon-Quian, but many of our staff members (myself included) were once new applicants. We value new ideas, perspective and energy, and Al-Gon-Quian can be a great fit for people, even if they did not follow the traditional path that many of our staff members take. Thank you for taking the time to learn more about AGQ and applying to join our summer staff. I look forward to hearing from you, and please do not hesitate to contact me directly if you have any questions about the application process or camp itself.

Sincerely,

A handwritten signature in black ink that reads "Sarah Kurtz". The signature is written in a cursive style with a large, looped "S" and a long, sweeping "z".

Sarah Kurtz
Director, Camp Al-Gon-Quian
Ann Arbor YMCA
skurtz@annarborymca.org
(734) 661-8051



Ann Arbor YMCA Camp Al-Gon-Quian

New Applicant

Administration, Program, Support, Medical & Kitchen Staff Application Deadline– January 2, 2012
Counselor & Activity Area Specialist Application Deadline – January 16, 2012

Applications will be accepted on a rolling basis until positions are filled, with priority given to those individuals who have completed their applications by the application deadline. Preference will be given to those applicants who can complete the full summer schedule, but consideration is given to those who are unable to complete the summer due to school commitments. If applying after the deadline, please call (734)661-8051 for position availability. A complete 2012 application must be on file prior to your interview.

Full Name: _____

Phone Number: _____ E-mail: _____

Current Address: _____

City _____ State _____ Zip _____
(Last date at this address: ___/___/___)

Permanent Address: _____

City _____ State _____ Zip _____

School & Major and/or Occupation: _____

Date of birth: ___/___/___ by June 1, 2011, I will be: Under 18 18-20 21 years or older

Dates Available to Work: Start: ___/___/___ End: ___/___/___

Staff Polo Shirt Size Small Medium Large X-Large XX-Large

Staff Sweatshirt Size Small Medium Large X-Large XX-Large

Please check and fill out all applicable statements for yourself:

I was a camper at Camp AGQ for ___ years

I was a CIT at Camp AGQ in the year _____

I was a J-Staff member or CIT II at Camp AGQ in the year _____

Other camps attended/worked: _____

INTERVIEW PREFERENCES

I live in Ann Arbor or the surrounding area. Please call me to set up a time to meet.

I live out of town, but will be visiting the Ann Arbor area. Please call me to set up a time during these specific dates for an in-person interview: _____ to _____.

I live out of town. Please call me to set up a phone interview.

Positions Available

Rank with 1 being your 1st choice, 2 being your 2nd choice, etc. Leave undesired positions blank.

Administrative Staff

- Assistant Director*
- Leadership Director*
- Program Director
- Head Male
- Head Female

Program Staff

- Waterfront Director*
- Asst. Waterfront Director
- Barn Director*
- Asst. Barn Director
- Outdoor Adventures Leader
- Day Trips Director*
- LIT Director
- CIT Director
- Junior Staff Director
- Mississauga Director

Facility/Support Staff

- Director of Operations*
- Kitchen Director*
- Assistant Cook
- Kitchen Assistant
- Maintenance Director
- Health Officer*
- Assistant Health Officer
- Office Manager
- Photographer
- Store Manager

Camper Program Staff

- Activity Area Specialist (see next page to mark preferences)
- Cabin Counselor

*Applicants must be at least 21 to apply

Certifications

Please check any certifications that will be current throughout the summer and include copies of any current certification cards:

- | | | |
|--|---|--|
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Oxygen Administration | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> Lifeguarding | <input type="checkbox"/> CPR for the Prof. Rescuer | <input type="checkbox"/> Chauffeur's License |
| <input type="checkbox"/> Wilderness First Aid | <input type="checkbox"/> Wilderness First Responder | <input type="checkbox"/> Commercial Driver's License |
| <input type="checkbox"/> Secondary First Aid | <input type="checkbox"/> Lifeguard Instructor (LGI) | <input type="checkbox"/> Red Cross Trainer |
| <input type="checkbox"/> Blood borne Pathogens | <input type="checkbox"/> CHA (Horsemanship) | <input type="checkbox"/> Water Safety Instructor |
| <input type="checkbox"/> RN/LPN | <input type="checkbox"/> ServSafe | <input type="checkbox"/> Climbing Wall/Belay |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

I would like to get certified as a lifeguard. Please inform me of any class opportunities.



Activity Area Interests

Please place a 1, 2, 3, 4 or 5 on the line before each activity:

1. I want to be the specialist of this activity area
2. I believe I can organize and teach as an expert, and if necessary, be the specialist of this area
3. I believe I can assist in teaching or cover for other staff on time off in this area
4. I am interested in learning about this activity area
5. I am not interested in this activity area

Waterfront Activities

- Swimming
- Canoeing
- Sailing
- Waterskiing
- Fishing

Outdoor Activities

- Archery
- Riflery
- Climbing Wall
- FUNK
- Landsports
- Potpourri

Creative Endeavors

- Woodshop
- Newspaper
- Library
- Dance/Music
- Creative Writing
- Drama
- Arts and Crafts
- Northstar
- Southstar

Barn

- Trail Rides
- Western Riding
- Ground Lessons
- Care of Creatures

Other

- _____
- _____
- _____
- _____

From the list of activity areas, please list the four you can best instruct and any relevant experience:

Activity 1: _____
Experience:

Activity 2: _____
Experience:

Activity 3: _____
Experience:

Activity 4: _____
Experience:

Short Answer Questions

Please answer the following questions in a thorough, thoughtful and legible way.

1. Please describe your history in residential camping. What made you arrive at the point you are at right now—applying for a full-summer staff position at Camp Al-Gon-Quian?
2. What is your philosophy in working with children? What would you expect a camper to gain from a two-week experience in your cabin?
3. We have a diverse community at camp in many ways. How will you foster a sensitive, open, honest and accepting community among campers and staff?
4. Please tell us about a time you used creative problem-solving to find a solution to a problem you faced.
5. What makes you a good candidate to work at a residential summer camp?
6. If you were to start working at Camp AGQ tomorrow, in which aspects of the job would you be most confident? Least confident?
7. There are very few new staff members hired at Camp Al-Gon-Quian each year. Our new staff members thrive, but it can be challenging to join an already close-knit group. Talk about a time you have been able to join such a group and what your approach would be during your first few days as a new staff member at AGQ.
8. Please talk about a relationship you have built with a young person.
9. (Optional) Feel free to include any other pertinent information you have not yet had a chance to share.

Additional Question for Admin & Program Staff Applicants:

If you applied for a position beyond the cabin counselor or activity area specialist position, please describe any relevant experience. Why would you be a good person for the job?

