



Ann Arbor YMCA Camp Al-Gon-Quian New Staff Member Application - 2019

Dear Potential Camp Al-Gon-Quian Staff Member:

Thank you for your interest in a summer staff position at YMCA Camp Al-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 Al-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 should apply for these positions?

Summer positions at YMCA Camp Al-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 children's lives. The work is demanding of 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 Al-Gon-Quian staff members. We're looking for responsible and caring individuals to bring their skills to our summer staff community. Our #1 priority is finding summer staff members 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 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 Al-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, horseback riding, 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 California to New Orleans. 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, health center, 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 9-12 campers and 2-3 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.

2019 Summer Schedule

Admin Staff Training:	June 8 – June 15
Staff Training:	June 15 – June 22
1 st Session:	June 22 – June 29
2 nd Session:	June 29 – July 13
3 rd Session:	July 13 – July 27
Reset Day:	July 27- July 28
4 th Session:	July 28 – August 11
5 th Session:	August 11 - 18
6 th Session:	August 18 – 25 (Mini-Camp from August 18-21)
7 th Session (Family Camp -	August 27 th – August 31 st)

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 Staff Member 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 free time 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.

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, CPR, 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. Some positions require additional certifications. If you take the camp-sponsored classes at the Ann Arbor YMCA, they are free of charge. If you are unable to make the trainings offered for camp staff at the Ann Arbor YMCA, you are responsible for arranging your own certification trainings and are responsible for any associated fees.

Admin Training

Administrative staff members will gather at camp the week before staff week.

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.

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. A complete list will accompany your contract.

Code of Conduct

All staff shall exemplify the ideals and values of YMCA Camp Al-Gon-Quian. They shall conduct themselves in a manner that is a credit to themselves and YMCA Camp Al-Gon-Quian both in and away from camp. Staff shall represent themselves and YMCA Camp Al-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, and ideals of Camp AGQ.

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 discipline that may include 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, junior staff members, 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 child protective services will be contacted.

Application Process

Step One: Staff applications should be submitted online by going to the AGQ Employment page of the Ann Arbor YMCA's website or by clicking here: <https://annarborymca.campintouch.com/ui/forms/application/staff/App>

The application will consist of informational and essay sections, as well as a place to enter reference contact information. Once the applicant submits the finished application, the reference forms will be automatically sent to the listed referrers via email. The referrers will have 14 days to complete and return the references electronically. You will need your references name, email address and phone number to complete the reference section. Please do not use family members as references.

****We recommend typing essays into a word processor. Copying and paste to the essay box.****

Please review the following submission dates:

January 7, 2019 – 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 14, 2019 – Applications for counselors and activity area accepted. Interviews begin for counselors and activity area specialists in early February. Applicants will be placed in positions on a rolling basis until all positions are filled.

Step Two: 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.

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. Competition is very high for open spots at Al-Gon-Quian. Thank you for taking the time to learn more about AGQ!

Sincerely,

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