

Staff Hiring Policies/Procedures – YMCA Camp Weona

Application

Application packets, including the appropriate application forms and job descriptions, shall be available for job inquiries and job fairs.

All staff – long and short-term, seasonal and year-round, part and full-time – must complete the appropriate YMCA Camp Weona staff application form:

New seasonal summer staff: YMCA Staff Application Form

Returning seasonal summer staff YMCA Staff Application Form

Year-round administrative and environmental education staff: YMCA Staff Application Form

Program and service specialists – part-time (lifeguards, kitchen workers, etc.): YMCA Staff Application Form

Screening

Following are steps in the screening process for staff applicants of YMCA Camp Weona that are to be completed, depending on position:

1. Verification of previous employment
 - At least one check of previous work (or volunteer) history completed for all staff.
 - For administrative staff, verification of previous employment directly related to position required.
2. Reference checks
 - At least one acceptable personal reference received for all staff. Reference forms are to be sent from the YMCA Camp Weona office and returned directly to the office.
 - At least one acceptable job-related reference received for all seasonal and full-time administrative and program positions. Applicants to complete form authorizing camp to seek reference. Forms sent from YMCA Camp Weona office and returned directly to that office.
3. Verification of degree/license/certification
 - Random spot check of educational information supplied by administrative, program director, and environmental education applicants.
 - Copies of license/certification required for health care personnel, tripping personnel, and waterfront personnel.
4. Criminal background checks
 - Satisfactory background checks required for all new year-round staff, and seasonal staff with supervisory contact with children or youth groups.
 - Voluntary Disclosure Form required for all other staff.
5. Driving record checks
 - Driving record checks through insurance carrier required for all persons driving any camp vehicles and/or transporting any campers, staff (except for time-off), groups, or camp equipment.
6. Drug/alcohol tests
 - Drivers who are required to have Commercial Drivers Licenses must comply with state mandatory drug testing programs.
 - Camp staff personnel policies specify other circumstances when drug or alcohol testing may be done.
7. Personal interview
 - Personal interviews are to be conducted with staff as follows:
 - Seasonal summer staff – Camp Director or Assistant Camp Director will interview all seasonal camp staff – preferably in person but at least by phone for all positions.
 - Year-round administrative staff – Executive Director will interview in person.