



## YMCA Day Camp Norwich **Summer Job Opportunities**

A fun place to work and a lifelong learning experience!

Dear Staff Applicant:

Why should you spend your summer working at camp? Besides the obvious answer of “It’s fun doing all the exciting activities,” there are other important reasons to spend a summer as camp staff.

Students in the fields of education, social work, human services, outdoor education, psychology, and recreation will benefit by working with children in an informal setting. The creativity, energy, and enthusiasm necessary for working at camp provide students from all fields with great training for any career. These skills and experiences are important for job searches as well as student’s personal and professional growth.

We hire staff that are committed, enthusiastic, caring, hardworking, and believe in a child’s future. We invest in our staff by providing the highest quality training so they are equipped to face opportunities and challenges with newly gained skills. Other benefits include a competitive salary plus housing if from outside the area.

Enclosed you will find a staff application and job descriptions. Fill out the application and return it to our office as soon as possible. Also enclosed are three (3) applicant reference forms that need to be filled out by people of your choosing. (Include references from jobs you have held and from teachers at school who know you.) Please instruct them to return the forms directly to our office. We will review your application and contact you soon thereafter to set up a mutually convenient time for an interview.

We know you will find this experience both challenging and rewarding. Thank you for your interest in YMCA Day Camp Norwich.

Sincerely,

Brian Toohey  
Camp Norwich Director  
Hampshire Regional YMCA



## YMCA Day Camp Norwich Summer Job Opportunities

A fun place to work and a lifelong learning experience!

**Spend an exciting summer at YMCA Day Camp Norwich working with children in the outdoors! Apply for one of the following positions!**

Counselors • Aquatics Director/Lifeguards • Arts & Crafts Instructor  
Ropes Course Instructor • Athletics Instructor • Drama/Music Instructor  
Outdoor Education Instructor

### ABOUT YMCA DAY CAMP NORWICH

Camp Norwich is operated by the Hampshire Regional YMCA as a regional day camp for children ages 5 – 14.

YMCA Day Camp Norwich is located on 137 beautiful acres of fields and forests with 1/3 miles of shoreline on crystal clear Lake Norwich. Only 20 minutes from Northampton, Norwich includes nature trails, a low ropes course, large program buildings, and athletic fields and courts.

YMCA Camp Norwich offers many exciting activities including swimming, adventure programming, outdoor living skills, athletics, boating, drama, crafts, music, campfires, and overnights.

### WHAT MAKES YMCA DAY CAMP NORWICH SO SPECIAL?

At YMCA Day Camp Norwich our goal is to prepare children for the challenges of today and tomorrow through programs that develop individuals, strengthen families, and build safe, caring communities. Children are our main focus, not activities. This is why children attend daily activities together in small groups of 10-12 campers with 2 counselors. Throughout their time at camp, campers explore all age appropriate activities in the supportive environment of their small group.

YMCA Day Camp Norwich limits the number of campers each session to ensure a caring, family atmosphere where each child is known and treated as an individual. Within this small group environment children grow in self-confidence, learn to work cooperatively with others, and improve their sense of responsibility and independence. At Camp Norwich children not only build memories that last a lifetime, but also become more appreciative of nature, develop new and lasting friendships, experience new activities, and grow in creativity and awareness of the world around them.

### WHEN IS SUMMER CAMP IN SESSION?

Saturday, June 12 – Friday, June 18: Pre-Camp Orientation Week  
June 21 – August 13: 4 two-week Camp Sessions  
Monday – Friday: 8:30 a.m. to 5:00 p.m.  
Family Barbeque and Campfire: until 8:30 p.m. every Wednesday for Grades K-2.  
Overnights: Every second Thursday for Grades 3-6.  
Every Wednesday for Grades 7-8.

For Staff Application Contact:

Barbara Moynihan (Camp Registrar) YMCA Camp Norwich (413) 584-7086 Ext.102



## YMCA Day Camp Norwich Summer Job Opportunities

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### Job Descriptions

**Senior Counselor:** Responsible for supervision, guidance, leadership, health and safety of a group of campers. Counselors live with the campers and plan and participate in all activities with their group. Responsibilities also include supervising a Junior Counselor and/or CIT (Counselor in Training). Senior counselors must be at least 18 years of age.

**Junior Counselor:** Assists the Senior Counselor in day-to-day camp program implementation and supervision of campers. Junior Counselors must be at least 17 years of age.

**Program Instructors – Arts & Crafts, Drama/Music, Nature, and Athletics/Archery:** Responsible for planning an exciting and creative program in their specific area. Specialist will design programs that challenge campers and are age specific. Specialists instruct cabin groups during hour and a half periods each day and also assist in camp theme days. Program Instructors must be at least 20 years of age.

**Aquatics Director:** Responsible for all phases of the aquatics program for campers and staff including safety, instruction in swimming and boating, and special events. The Aquatics Director is also responsible for supervising the lakefront Instructors/Lifeguards. Aquatics Directors must be at least 21 years of age.

**Aquatics Instructors/Lifeguards:** Responsible for the implementation of all phases of the aquatics program for campers and staff including safety, instruction in swimming, boating and maintenance of the lakefront facility. Aquatics Instructors must be at least 18 years of age.

**Small Craft Instructor:** Responsible for planning and implementing a small craft program for campers and staff including safety, instruction in boating and maintenance of the small crafts and lakefront facility. Instructors must have previous experience in canoeing, kayaking, and boat safety. Small Craft Instructor must be at least 18 years of age.

**Ropes Course Director:** Responsible for high and low ropes course program for campers and staff including instruction, safety of participants, equipment ordering and storage, and supervision and training of ropes course assistants. The Ropes Course Director must be at least 21 years of age.

**Health Director:** Responsible for the health and safety of all staff, volunteers and campers. Responsible for administering first aid as needed and the supervision of handing out medications as authorized by the camp health manual and camper health form. Health Director must be at least 25 years of age.

**Unit Coordinators:** Responsible for supervising a group of 10-20 counselors, providing them guidance, support, and resources as needed. Provide effective interventions with cabin groups and individual campers to resolve issues and concerns. Unit Coordinators must be at least 21 years of age.



## YMCA Day Camp Norwich Staffing Application 2010

### Personnel Policy Highlights for Review

- We have a Child Abuse Prevention Policy that you will receive training in during pre-camp orientation week. If you desire, this can be sent to you at any time for your review before accepting a position here. The policy includes definitions of child abuse, steps to prevent it, how to protect yourself from accusations, and reporting procedures.
- We do not allow summer staff to smoke on the grounds, nor smell of smoke when they return from time off.
- Alcohol and drugs are not allowed on the grounds by summer staff. We have a zero tolerance policy for the work place.
- Staff will do their best to conduct themselves with high moral standards, both on duty and off. Staff will be sure that the quality of any activity they would be associated with would be deemed acceptable in a youth camp. Staff and volunteers shall not participate in any behavior toward other staff or volunteers that is suggestive or rude.
- Some staff members bring vehicles. We have designated parking areas for staff, but they cannot be driven around the camp property. A copy of proof of insurance and valid driver's license must be on file at camp.
- Camp is not responsible for any personal property you may bring with you.
- We have specific guidelines for music selections allowed at camp.
- All Staff begin work on Saturday, June 13 for orientation week and continue until the last week of camp ending on Friday, August 14. Employees have every weekend off.
- Staff working with Grades K-2 are expected to stay every Wednesday for a family barbeque & campfire ending around 8:30.
- Staff working with Grades 3-6 are expected to work every second Thursday for a family barbeque, campfire & overnight.
- Staff working with Grades 7-8 are expected to work every Wednesday for an overnight at the Wilderness site.
- Pay periods are every two weeks.
- All staff members are covered under camp's Workman's Compensation Insurance for injuries received on the job, and also covered by the camp's umbrella liability policy.
- It is the responsibility of group counselors to write Parent Letters for each camper. There will be training to cover this.
- Personal appearance of the staff is important both as a role model to campers and as representatives of YMCA Camp Norwich. While the organization has no values position on appearance choice issues which include tattoos, body piercing, unusual hair colorings, etc., we understand that the majority of parents are vitally aware of and opinionated about the role models they entrust their children to and that children of camp age are influenced in powerful ways by their counselors.
- On camper arrival and departure days, each staff person shall be dressed in a CLEAN, neat STAFF SHIRT, shorts or jeans that are of good appearance and repair. Men should be clean-shaven daily unless they have a neatly trimmed beard and /or mustache. Male staff while on camp property or on duty shall wear no earrings. No body piercing jewelry may be worn by any staff while on camp property or on duty except for the ears of female staff. Each day the staff should present a personal example in clean, neat dress and appearance as well as personal hygiene.
- Clothing and bathing attire: To help maintain an atmosphere of modesty (and not to make teenaged girls and guys any more excited than they already are around the opposite gender), we respectfully ask that males only bring boxer-type swim trunks to camp and women wear one-piece or modest two-piece swim suits that adequately cover their feminine parts. Please do not bring bikinis, thongs, or other skimpy swimwear. Ragged or holey clothing and clothing with messages that may be deemed inappropriate for a youth camp shall not be worn. Final authority of dress appropriateness lies with camp administration.

YMCA Camp Norwich is interested in hiring the finest men and women to be teachers/friends and positive role models in the development of young people. If you are interested in becoming a member of our dedicated staff please complete this application.



# YMCA Day Camp Norwich Staffing Application 2010

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, ancestry, genetic information, military status, or any other basis protected by state, federal or local law. It is the intent of the YMCA to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

**PLEASE FILL OUT COMPLETELY.**

**Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Are you over 18?  YES  NO  
If Under 18, please list age \_\_\_\_\_ (You must provide us with a work permit)

**Current Mailing Address until (mm/dd/yy)** \_\_\_\_\_  
\_\_\_\_\_ **Shirt Size** \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ (H) Phone: \_\_\_\_\_  
Referred: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Permanent Address (if different than above)**

Address:	_____	E-Mail:	_____
City:	_____	State/Zip:	_____
(H) Phone:	_____		

**What group related activities have you been involved in?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**EDUCATION:** Include present year listing most recent experiences first.

	School	Major	Present Year/Degrees Earned
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**CAMPER AGE GROUPS:**

Please NUMBER in order of preference (1-4) the age groups you are most comfortable working with:

\_\_\_\_\_ 5-6 years    \_\_\_\_\_ 7-8 years    \_\_\_\_\_ 9-10 years    \_\_\_\_\_ 11-14 years



**CAMP EXPERIENCE** (as employee) and other employment: List most recent employment first. You may include in such history any verified work performed on a volunteer basis. Must have complete information to process application. Please send signed release with application.

1.	Camp or Firm	Position	Supervisor	Length of Time
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Address:				
City:		State/Zip:		
Phone:				

2.	Camp or Firm	Position	Supervisor	Length of Time
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Address:				
City:		State/Zip:		
Phone:				

3.	Camp or Firm	Position	Supervisor	Length of Time
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Address:				
City:		State/Zip:		
Phone:				

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**REFERENCES:** (Three) Please do not list friends or relatives or those listed above. Must have complete information to process application.

1. Name:				
Address:				
City:		State/Zip:		
Phone:		Relationship to you:		

2. Name:				
Address:				
City:		State/Zip:		
Phone:		Relationship to you:		

3. Name:				
Address:				
City:		State/Zip:		
Phone:		Relationship to you:		



**EXPERTISE:** Using the list below, place a 'T' before those activities you can organize and teach as a specialist. Place an 'A' before those activities that you can assist in teaching. Place a 'P' before those activities in which you have participated and have some knowledge or skill. (Please be very certain of your experience and skill level before placing a 'T' or an 'A' in front of an activity.)

<p style="text-align: center;"><b><u>Athletics</u></b></p> <p>_____ Archery</p> <p>_____ Basketball</p> <p>_____ Volleyball</p> <p>_____ Football</p> <p>_____ New Games</p> <p>_____ Softball</p> <p>_____ Soccer</p> <p>_____ Gymnastics</p> <p>_____ Tennis</p> <p>_____ Track</p> <p>_____ Other</p> <hr/> <p style="text-align: center;"><b><u>Outdoor Living Skills</u></b></p> <p>_____ Backpacking</p> <p>_____ Fire Building</p> <p>_____ Tent Pitching</p> <p>_____ Camping Out</p> <p>_____ Outdoor Cooking</p> <p>_____ Orienteering</p> <p>_____ Lashing</p> <p>_____ Shelter Building</p> <p>_____ Edible Plants</p> <p>_____ Other</p> <hr/>	<p style="text-align: center;"><b><u>Arts &amp; Crafts</u></b></p> <p>_____ Basketry</p> <p>_____ Candle making</p> <p>_____ Painting</p> <p>_____ Ceramics</p> <p>_____ Woodworking</p> <p>_____ Sketching</p> <p>_____ Photography</p> <p>_____ Beads</p> <p>_____ Other</p> <hr/> <p style="text-align: center;"><b><u>Drama/Music</u></b></p> <p>_____ Creative Drama</p> <p>_____ Play Directing</p> <p>_____ Play Writing</p> <p>_____ Costumes/Scenery</p> <p>_____ Storytelling</p> <p>_____ Story Leading</p> <p>_____ Instruments you play?</p> <hr/> <p>_____ Dance</p> <p>_____ Types of dance?</p> <hr/> <p>_____ Choreography</p> <p>_____ Other</p> <hr/>	<p style="text-align: center;"><b><u>Water Activities</u></b></p> <p>_____ Swimming Lessons</p> <p>_____ Kayaking</p> <p>_____ Canoeing</p> <p>_____ Snorkeling</p> <p>_____ Fishing</p> <p>_____ Sail boarding</p> <p>_____ Other</p> <hr/> <p style="text-align: center;"><b><u>Adventure Skills</u></b></p> <p>_____ Climbing Tower</p> <p>_____ High Ropes</p> <p>_____ Low Ropes</p> <p>_____ Group Initiatives</p> <p>_____ Processing</p> <p>_____ Other</p> <hr/>
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**CURRENT CERTIFICATIONS:** Please enclose photocopies with this application.

<p>_____ RN</p> <p>_____ LPN</p> <p>_____ EMT</p> <p>_____ Medical First Responder</p> <p>_____ Responding to Emergencies</p> <p>_____ ARC Standard First Aid</p> <p>_____ ARC Advanced First Aid</p> <p>_____ Basic Life Support</p> <p>_____ Ropes Training</p> <p>_____ Other _____</p> <hr/>	<p style="text-align: center;"><i>Expiration Date</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <hr/>	<p>_____ Community CPR</p> <p>_____ Child/Adult CPR</p> <p>_____ Water Safety Instructor</p> <p>_____ ARC Lifeguard Training</p> <p>_____ ARC Aquatic Instructor</p> <p>_____ YMCA Swim Instructor</p> <p>_____ YMCA Lifeguard</p> <p>_____ Small Craft Instructor</p> <p>_____ Other _____</p> <hr/>	<p style="text-align: center;"><i>Expiration Date</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <hr/>
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**QUESTIONNAIRE:** Please use an additional sheet of paper to answer the following questions.

1. Write a brief biographical sketch including camping experiences, responsibilities, and experience or training in other fields that might have a bearing on this application. We are especially interested in your experience with children and leadership positions you have held.
2. Why do you want to work at Camp Norwich?
3. What character qualities do you possess that would be especially useful as a staff person at Camp Norwich?
4. Please explain why you feel you could be an effective role model in our camp community.
5. Describe an important mentor to you and how they influenced the person you are today?
6. In what areas do you feel you need to improve in order to be a top-notch camp leader?
7. What would you like to see your campers go away with from their camp experience?
8. What are your major reservations about working at Camp Norwich?
9. Is there any part of the staff training or camp season for which you would not be available?
10. What is your philosophy about the use of non-prescription drugs (including marijuana and alcohol), both for yourself and others? *The employer reserves the right to have employees tested for drug usage at any time.*

What would you expect in the way of salary? \_\_\_\_\_

Have you ever been convicted of a felony?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

Within the last 5 years have you been convicted of, or been released from incarceration for, a misdemeanor which was NOT a first offense for drunkenness, simple assault, speeding, a minor traffic violation, an affray, or disturbing the peace?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

Massachusetts law requires that you be notified that: An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Please send this 4-page application, copies or scans of certifications, and any additional questionnaire pages to Brian Toohey, Camp Norwich Director, at Hampshire Regional YMCA/Camp Norwich at the mailing address or email address provided below.

Please send the reference forms provided to three (3) people. Choose one employer and two personal individuals (pastor, teacher, mentor, coach, etc.). We must receive the references in order to consider you for a position. When sending the reference form, we suggest you include an envelope (with stamp), a cover letter explaining the position you are applying for, and inform them that their quick reply would help insure your application is considered in a timely manner. Thank you.



# Job Applicant's Release to Prospective Employer to Request Information About the Applicant

I, \_\_\_\_\_, have requested consideration for employment by YMCA Day Camp Norwich. I am aware and have been informed by YMCA Day Camp Norwich that the statements I have made on my job application (and during interviews) will be completely checked out by YMCA Day Camp Norwich.

As consideration for the above-named employer's agreement to consider my job application, I hereby authorize YMCA Day Camp Norwich to engage in background checks regarding any and all statements I have made on the job application (and during interviews) and, further, to obtain any other information regarding my previous employment, my veracity, my skills and/or abilities which the above-name employer may deem relevant.

I hereby release any individual, firm, partnership, corporation, public official, or public entity from any liability on any theory whatsoever for providing such information as described in the previous sentence to YMCA Day Camp Norwich.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### Current Mailing Address of Applicant:

Address	_____	
City:	_____	State/Zip:
	_____	_____

### Permanent Address of Applicant:

Phone:	_____	Cell:	_____
Address	_____		
City:	_____	State/Zip:	_____
Email:	_____	SSN#	_____
Date of Birth	_____		

### Reference:

Name:	_____	Company:	_____
Address:	_____		
City:	_____	State/Zip:	_____
Email:	_____	Phone:	_____
Relationship to Applicant:	_____		

All Norwich summer staff working with children 5-14 years old must be excellent role models whom parents would want their children to emulate. Additionally, counselors serve as an instructor for classes in recreation skill areas such as swimming, riding, crafts, etc. Support staff may have direct supervision of other staff members.

Rating information you provide will be held in strict confidence. It will only be reviewed by those officially involved in the employment selection process. A release signed by the candidate is enclosed with this reference form. If you have any questions or would like to speak to someone personally, please feel free to call the Camp Norwich Director, Brian Toohey at 413.584.7086. We thank you for your assistance in helping us to choose the best role models and care givers for our campers.



**Please describe the nature of your contact and the capacity in which you have known this person:**

How extensive has been your contact with this person?  Daily contact.  Observed person frequently.  Observe person infrequently.  Have seen records and reports.

**Please rate the candidate in the following areas:**

	Well Above Average	Above Average	Average	Below Average	Well Below Average
<b>Social Ability:</b>					
Meets people easily. Makes a good impression. Friendly					
Readily accepted by others. Generally well liked.					

**Leadership:**

Generates enthusiasm. Inspires action.					
Able to get people to work together. Makes others feel a part of the team.					
Evaluates others fairly. Follows through with effective supervision.					
Able to plan, organize and implement action.					

**Cooperativeness:**

Able to work with many types of people.					
Receptive to directions from others.					
Supportive to superiors and co-workers.					

**Initiative and Ingenuity:**

Has original ideas. Creative.					
Initiates new and better ways of doing things.					
Works well with little or no supervision. A self-starter.					

**Personal Adjustment:**

Does not display attitudes of superiority or inferiority.					
Accepts criticism well.					
Self Confident. Good emotional control.					
Behavior standards are socially acceptable.					

**Knowledge and Interests:**

Has knowledge and skills appropriate to the position.					
Able to communicate his/her knowledge to others orally or in writing.					
Makes a sincere effort at self-improvement.					
Knowledgeable in a variety of areas.					
Displays interest and knowledge of community, state, national and world affairs.					

**Working Habits:**

Plans and organizes work. Makes good use of time.					
Willing to occasionally "go the extra mile".					
Dependable. Conscientious. Efficient.					

**Judgment and Common Sense:**

Gathers ample objective evidence before reaching a decision.					
Considers the practicality of decisions.					
Makes decisions that can be implemented and produce the desired results.					

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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I hereby release any individual, firm, partnership, corporation, public official, or public entity from any liability on any theory whatsoever for providing such information as described in the previous sentence to YMCA Day Camp Norwich.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### Current Mailing Address of Applicant:

Address	_____	
City:	_____	State/Zip: _____

### Permanent Address of Applicant:

Phone:	_____	Cell: _____
Address	_____	
City:	_____	State/Zip: _____
Email:	_____	SSN# _____
Date of Birth	_____	

### Reference:

Name:	_____	Company: _____
Address:	_____	
City:	_____	State/Zip: _____
Email:	_____	Phone: _____
Relationship to Applicant:	_____	

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**Please rate the candidate in the following areas:**

	Well Above Average	Above Average	Average	Below Average	Well Below Average
<b>Social Ability:</b>					
Meets people easily. Makes a good impression. Friendly					
Readily accepted by others. Generally well liked.					

**Leadership:**

Generates enthusiasm. Inspires action.					
Able to get people to work together. Makes others feel a part of the team.					
Evaluates others fairly. Follows through with effective supervision.					
Able to plan, organize and implement action.					

**Cooperativeness:**

Able to work with many types of people.					
Receptive to directions from others.					
Supportive to superiors and co-workers.					

**Initiative and Ingenuity:**

Has original ideas. Creative.					
Initiates new and better ways of doing things.					
Works well with little or no supervision. A self-starter.					

**Personal Adjustment:**

Does not display attitudes of superiority or inferiority.					
Accepts criticism well.					
Self Confident. Good emotional control.					
Behavior standards are socially acceptable.					

**Knowledge and Interests:**

Has knowledge and skills appropriate to the position.					
Able to communicate his/her knowledge to others orally or in writing.					
Makes a sincere effort at self-improvement.					
Knowledgeable in a variety of areas.					
Displays interest and knowledge of community, state, national and world affairs.					

**Working Habits:**

Plans and organizes work. Makes good use of time.					
Willing to occasionally "go the extra mile".					
Dependable. Conscientious. Efficient.					

**Judgment and Common Sense:**

Gathers ample objective evidence before reaching a decision.					
Considers the practicality of decisions.					
Makes decisions that can be implemented and produce the desired results.					

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### Current Mailing Address of Applicant:

Address \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

### Permanent Address of Applicant:

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ SSN# \_\_\_\_\_  
Date of Birth \_\_\_\_\_

### Reference:

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

All Norwich summer staff working with children 5-14 years old must be excellent role models whom parents would want their children to emulate. Additionally, counselors serve as an instructor for classes in recreation skill areas such as swimming, riding, crafts, etc. Support staff may have direct supervision of other staff members.

Rating information you provide will be held in strict confidence. It will only be reviewed by those officially involved in the employment selection process. A release signed by the candidate is enclosed with this reference form. If you have any questions or would like to speak to someone personally, please feel free to call the Camp Norwich Director, Brian Toohey at 413.584.7086. We thank you for your assistance in helping us to choose the best role models and care givers for our campers.



**Please describe the nature of your contact and the capacity in which you have known this person:**

How extensive has been your contact with this person?  Daily contact.  Observed person frequently.  Observe person infrequently.  Have seen records and reports.

**Please rate the candidate in the following areas:**

	Well Above Average	Above Average	Average	Below Average	Well Below Average
<b>Social Ability:</b>					
Meets people easily. Makes a good impression. Friendly					
Readily accepted by others. Generally well liked.					

**Leadership:**

Generates enthusiasm. Inspires action.					
Able to get people to work together. Makes others feel a part of the team.					
Evaluates others fairly. Follows through with effective supervision.					
Able to plan, organize and implement action.					

**Cooperativeness:**

Able to work with many types of people.					
Receptive to directions from others.					
Supportive to superiors and co-workers.					

**Initiative and Ingenuity:**

Has original ideas. Creative.					
Initiates new and better ways of doing things.					
Works well with little or no supervision. A self-starter.					

**Personal Adjustment:**

Does not display attitudes of superiority or inferiority.					
Accepts criticism well.					
Self Confident. Good emotional control.					
Behavior standards are socially acceptable.					

**Knowledge and Interests:**

Has knowledge and skills appropriate to the position.					
Able to communicate his/her knowledge to others orally or in writing.					
Makes a sincere effort at self-improvement.					
Knowledgeable in a variety of areas.					
Displays interest and knowledge of community, state, national and world affairs.					

**Working Habits:**

Plans and organizes work. Makes good use of time.					
Willing to occasionally "go the extra mile".					
Dependable. Conscientious. Efficient.					

**Judgment and Common Sense:**

Gathers ample objective evidence before reaching a decision.					
Considers the practicality of decisions.					
Makes decisions that can be implemented and produce the desired results.					

Signature: \_\_\_\_\_ Date: \_\_\_\_\_