



SUMMER CAMP APPLICATIONS & HIRING PROCESS

STAGE 1: JOB APPLICATION

To apply for a summer camp position, applicants are required to complete our YMCA job application to be considered for the position. Resumes are accepted as a substitute to the job application. Applications/Resumes shall be submitted to the Summer Camp Director, Kaitlyn Rautmann, at krautmann@sheboygancountyyymca.org. (Resumes will be accepted as preliminary application, however, all employees must have an application on file.)

STAGE 2: INTERVIEW

Camp staff will review applications & resumes and contact potential candidates to set up a 30-45 minute phone, webcam or in-person interview. If applicants already hold a current lifeguard certification, they may be asked to provide proof of completion or a certificate.

STAGE 3: REFERENCE CHECKS & SWIM TEST

Reference checks are performed for all applicants being considered for a position.

All staff are required to be certified lifeguards, therefore applicants must successfully complete the swimming test outlined below. (goggles may be worn)

- Swimming 300 yards continuously using the front crawl, breaststroke or combination. (Swimming on the back or side is not allowed)
- Tread water for 2 minutes using only legs. Candidates will be asked to put their hands under their armpits.
- Complete the following sequence in 1 minutes, 40 seconds or less.
 1. Starting in the water, swim 20 yards (the face may be in or out of the water. Swim goggles are not allowed).
 2. Surface Dive, feet-first or head-first, to a depth of 7-10 feet to retrieve a 10-pound object.
 3. Return to the surface and swim 20 yards, with both hands holding the object.
 4. Swim back to the starting point keeping the face at or near the surface to allow for breathing (swimming under water the entire distance is not allowed.)
 5. Exit the water without using a ladder or steps.

The swim test must be facilitated and observed by a Lifeguard Instructor certified by the American Red Cross, or YMCA Aquatics Director/Instructor with the same or equal credentials.

For those in the Sheboygan County area, candidates may take and schedule the test with our Lifeguard Certification Instructor, Terese, at tcarroll@sheboygancountyyymca.org.

Upon successful completion of the swim test, the instructor must send a confirmation email to krautmann@sheboygancountyyymca.org or call Kaitlyn at (920) 467-6882 ext. 305. **The confirmation letter should include:** Candidates First & Last Name, date of completion, Instructors First & Last Name, and Instructors contact information (email and direct phone number).

STAGE 4: POST SWIM TEST & INTERVIEW

Successful candidates will receive a phone call followed by an email with a formal job offer, a job description, and other forms. Completed paperwork should be returned to Camp Y-Koda or sent to Kaitlyn Rautmann at krautmann@sheboygancountymca.org. Our goal is to fill all positions by May 1, 2021.

Candidates not selected will receive an email notification.

STAGE 5: LIFEGUARDING COURSE, BACKGROUND CHECK & STAFF TRAINING

After accepting the position and signing the offer letter, selected candidates must complete the Lifeguard Course and undergo a background check and finger print. PLEASE NOTE: All job offers are contingent upon successful completion of the lifeguard course and background check.

The Lifeguard Course may be taken through camp, or with a representative by the American Red Cross. The course offered by camp is a blend of on-line classes and in-person training. Contact tcarroll@sheboygancountymca.org to schedule your test and/or training.

The background check requires specific forms and a finger print.

After these final stages have been completed, employment paperwork will be sent to all new hires along with the training schedule. The majority of training for camp staff will be in-person. Counselors will be paid \$9.00 per hour for this training.

In-person training dates for camp staff begin June 1, 2021. Camp staff are required to work from Monday, June 14, 2021 through Friday, August 27, 2021 (11 weeks).

FOR MORE INFORMATION AND TO SEND QUESTIONS, PLEASE CONTACT:

Kaitlyn Rautmann, Summer Camp Director
YMCA Camp Y-Koda, W3340 Sunset Road, Sheboygan Falls, WI 53085
krautmann@sheboygancountymca.org (920) 467-6882 ext. 305