



SUMMER CAMP APPLICATIONS & HIRING PROCESS

STAGE 1: Submit a Job Application with us!

It's easy! All applicants are required to complete our YMCA Job Application form. We have an online method (Super easy!) and paper form available. Please scan the QR Code or visit the link below. Resumes can be sent to kemmons@sheboygancountyyymca.org.

STAGE 2: Interview!

All applicants who receive an invitation to interview with us can interview in-person at Camp Y-Koda, W3340 Sunset Road, Sheboygan Falls, WI 53085 ..OR.. via Zoom Invitation Link. The interview traditionally only takes 30-45 minutes with the camp director.

STAGE 3: Reference Checks

These are performed for all applicants being considered for a position.

STAGE 4: Hired & Swim Test! And begin your onboarding process!

We will reach out to the candidate with the formal job offer and the steps for onboarding. For those who did not get hired for the position, we will contact you via email. Step #1 is Paperwork and scheduling a swim test with our Lifeguard Instructor. We have SO many activities in and around the water, therefore we require MOST of our staff to be certified lifeguards through the American Red Cross. *If an applicant does not pass the lifeguard skills test*, then the person is required to take the general CPR, AED & First Aid Course.

The skills test is outlined below.

- 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 5: Lifeguarding Course, Background Check & Staff Training

After accepting the position and signing the offer letter, candidates will need to take the swim test (listed above) to see which course they will need to take, either Lifeguard or the General CPR Course. In addition all staff will undergo a background check by the Department of Children & Families and get finger printed. 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, CPR, AED, & First aid Course and DCF 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 DCF background check requires specific forms and a finger print.

In-person training dates for camp staff begin May 31, 2023. Camp staff are required to work from Monday, June 12, 2023 through Friday, August 25, 2023 (11 weeks).

All staff get paid for attending our pre-camp training and the in-person portions of the lifeguard course. Camp covers the cost of all required trainings.

FOR MORE INFORMATION AND TO SEND QUESTIONS, PLEASE CONTACT:

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

