

## Employment Information

### Location and History-

YMCA Camp Winona is located on 60 beautiful acres of Florida pine forest. Set facing Lake Winona (175 acres), camp is 5 miles north of DeLeon Springs, Florida. The camp is 20 miles west of Ormond Beach and 15 miles north of DeLand. Daytona Beach (The World's Most Famous Beach) is just a short 35-minute drive away. Orlando and all of its attractions (Disney, Universal, Sea World, etc.) are all within an hour drive.

Opened in 1919 as an all boy's camp, YMCA Camp Winona has been providing fun, safe, and rewarding camp experiences to campers and staff. YMCA Camp Winona is accredited by the American Camping Association and is visited every three years to assure compliance with ACA standards.

### The Campers-

The majority of campers who attend YMCA Camp Winona come from the Daytona Beach/Volusia county area. We have, however hosted campers from several different countries over the past years. The camp is generally divided evenly between boys and girls. Campers must be between the ages of 7-14; 12-15 for Adventure Camp; and 14-17 (rising senior in high school) for Leadership Training Program.

### The Staff-

Each year YMCA Camp Winona hires approximately 40 staff, primarily college students from across the country and around the world. We also hire recent high-school graduates from the local community. On a year-round, full-time basis, the camp is staffed with an Executive Director, Program Director and Maintenance Staff. In addition we call on past staff to provide services as needed throughout the year (i.e. lifeguards, ropes course instructors, office assistance, etc.).

## Application Process

### Who Should Apply?

- Are you interested in working with children to help them increase their self-esteem and confidence? Are you ready for hugs, smiles and laughter from the children with whom you would work this summer?
- Are you willing to be a role model for campers and staff all day, every day?
- Are you ready to be challenged personally in ways you have never been before?
- Can you deal with limited time off and limited personal space?
- Are you willing to be an active part of a team? Putting yourself and your personal needs behind those of the camp community?
- Are you willing to take from your life and invest in the lives of others?

If you've answered 'yes' to these questions, we encourage and welcome your application.

Please complete an application and return it to the camp office as soon as possible. REMEMBER! We will not consider any application until we have received all references, so please be sure to get them completed and sent to the camp office promptly.

Once your application and references are in order, you will be contacted either by phone or letter as to the status of your application. Interviews may be conducted via telephone or you may come to the camp site for a face to face interview.

## Salary Guide

Senior Counselor .....	\$155 - \$200 per week
Junior Counselor .....	\$125 per week
Program Coordinator.....	\$200 - \$230 per week
Horse Director .....	\$220 - \$250 per week
Assistant Horse Director.....	\$175 - \$220 per week
Waterfront Director.....	\$190 - \$220 per week
Leadership Director.....	\$190 - \$220 per week
Office Manager.....	\$210 - \$240 per week
Village Director.....	\$175 - \$200 per week

- All positions are for eight weeks.
- Staff are paid ever two weeks based on a weekly salary
- Along with salary, employees receive room and board and are covered by workman's comp insurance.
- An additional bonus will also be given at the end of the season for all staff who complete their contract.
- Additional salary above minimum for experience, certifications and number of completed years in college.

## YMCA Mission

To put Christian principles into practice through programs that build healthy Spirit Mind and Body for all.

### YMCA Camp Winona Goals:

Our goal is to provide an experience that enables growth in a child's Spirit, Mind, And Body. Through our programs we aim to help children develop:

- Responsibility for themselves and their actions.
- Self-confidence
- An interest in and appreciation of Nature, different cultures and the world around them.
- A Respect for the differences in God's people.
- A Caring attitude towards others and the environment.

YMCA Camp Winona is open to serve youth and adults, regardless of race, religion, gender, income, or physical ability.

## **Camp and Cabin Life-**

A typical day for regular camp program is as follows:

7:00 AM	Wake up
7:45	Flagpole
8:00	Breakfast
8:30	Clean-Up
9:00	1 <sup>st</sup> Activity
10:05	2 <sup>nd</sup> Activity
11:10	3 <sup>rd</sup> Activity
12:30	Lunch
1:30	FreeSwim
2:45	Rest Period
4-5:30	Snack/Cabin Activity
5:30	Dinner
6:15	Free Time
7:00	Flagpole/Vespers
7:30	Evening Activity
9:00	Showers/Devotions
10:00	Lights out for campers/Time off
12 midnight	Lights out for staff

Decisions about cabin placements for counselors are based upon the needs of the camp, the counselor's preferences for age groups and the enrollment in camp. Counselors may be in a different cabin, working with a different co-counselor, every week.

## **Living Arrangements-**

All cabin counseling staff will live in cabins with their campers (minimum of 2 staff per cabin). The cabins sleep up to 14 people.. Each side of camp (Boys side/Girls side) has its own centrally located bathhouse. Three of our cabins (2 girls'/1boys') have bathrooms in them.

Non-cabin staff will live in one of three cabins available to them. Non-cabin staff will live separately according to gender.

## **Dress Code-**

Each employee's clothing and general appearance must be appropriate in the opinion of management for the work to be done. With regards to facial hair, neatly trimmed beards and mustaches are permitted, but may not be started while summer camp is in session. No offensive tattoos may be visible, nor may body piercings be visible with the exception of ears. Swimsuits, females must wear one-piece swimsuits that are suitable for working with children. Shoes must be worn at all times, except at the waterfront. It is important that dress be appropriate for working outdoors, working with children and provides appropriate support and coverage.

## **Certifications-**

Senior counselors and all program staff/volunteers are required to be certified in CPR and First Aid (current through completion of employment agreement). Camp provides certification classes for both on site during staff training each summer.

Lifeguard certification is helpful and can be provided by camp as part of staff training if desired or as needed.

## **Time Off-**

Most sessions run from Sunday afternoon through Friday evening. Staff is given time off after a staff meeting on Friday until 10 a.m. Sunday. On Monday, Tuesday, and Wednesday nights, staff is also given time off, counselors are not permitted to leave camp during this time but can congregate in our Recreation Hall, Dining Hall, or other centrally located places. Staff members are also responsible for working one "stayover" weekend.

Time-off is a fine opportunity to escape the busy camp schedule, spend time with new camp friends away from the rigors of camp, and/or go visit some of the many attractions Central Florida has to offer. But we remind our staff that they still represent the YMCA and Camp Winona, while this is free time, staff actions still reflect on their employers.

Free washing machines and dryers are available. It is recommended that local staff consider other arrangements as the availability of the camp laundry facilities is limited. Camp does not supply laundry detergent.

#### **Health-**

All staff are required to be examined by a physician within the 12 months prior to employment. All medications brought to the camp (including aspirin or other over-the-counter medications, vitamins, etc.) must be given to the Camp Nurse for safe keeping and distribution. YMCA Camp Winona is located within 20 miles of three 24-hour medical facilities. Should you need to see a doctor for a non-work related injury or illness, you would be responsible for providing the appropriate insurance information or paying for services rendered at the time of your visit. Prescriptions would be handled in the same manner.

#### **Criminal Background Check**

All staff are required to be checked with the Florida Department of Law Enforcement (FDLE) and within that staff member's local law enforcement agency.

#### **Drug and Alcohol Policy-**

YMCA Camp Winona is a drug and alcohol free environment. We have a policy in place that includes a zero tolerance for drugs and alcohol in the camp environment. Violation of either of these policies will result in termination. We reserve the right to test any employee for use of drugs.

#### **Use of Tobacco-**

“Any person hired by Camp Winona will, as a condition of employment, be expected to refrain from using all tobacco products while on the job and on Camp property.

## **Staff Positions**

#### **Senior Counselor-**

Provide leadership for a cabin group (8-12 campers) and camp program activities. Be skilled to organize, plan and run at least one area of camp program. Must be 18 years old or high school graduate.

#### **Junior Counselor-**

Assist Senior Counselor with leadership for a cabin group and camp program activities. Be skilled to organize at least one area of camp program. Must be 17 years old or finished with junior year in high school.

#### **Village Director-**

Provide leadership for a village of counselors and campers consisting of 8 cabins. Be skilled to organize certain aspects of camp life and handle minor camper or counselor situations using YMCA Camp Winona guidelines. Must be 18 years old and have prior summer camp experience.

#### **Summer Program Coordinator-**

Assist Program Director in scheduling, supervision and program delivery of summer camp. Must have prior summer camp experience and be at least 21 year old.

#### **Horse Director-**

Supervise riding program and staff (in relation to horse program). Organize and run week-long riding program for campers age 7-14 and coordinate cabin trail/ring rides for all campers. Responsible for care of horses, tack and other equipment, barn and pasture areas. Must be at least 21 years old.

#### **Assistant Horse Director-**

Assist Horse Director with all horse programs as well as the care of horses, tack and other equipment, barn and pasture areas. Must be at least 18 years old.

#### **Waterfront Director-**

Supervise all waterfront activities and programs (i.e. sailing, swimming lessons, canoeing, water games, free swim, etc.) and lifeguard scheduling/evaluation. Requirements include current YMCA lifeguard certifications and experience in lakefront situation. YMCA progressive swim skills helpful.

#### **Leadership Director-**

Organize program for all Leaders-In-Training (L.I.T.s) age 14-16 and Counselors-In-Training (C.I.T.s) age 16-17. Must have prior summer camp experience and will be a cabin counselor during all sessions of summer.

#### **Office Manager-**

Process camper registrations, answer phone, assist in all office clerical duties. On site room and board are available, but not required for this position.