



# YMCA CAMP Y-KODA

## Volunteer Assistant Counselor Information & Application

Dear Volunteer Applicant and Parent,

Thank you for your interest in YMCA Camp Y-Koda's Volunteer Assistant Counselor Program. The purpose of this letter is to help both the applicant and the parent understand more about the program and our expectations of being an Assistant Counselor Volunteer.

### **ELIGIBILITY**

In order to be considered, applicants must have completed the 2021 mandatory pre-camp training, to learn expectations and duties, and must be 14 years old or older (must be age 14 by June 14, 2021). While it is not required, we highly recommend enrolling for the Counselor-in-Training Camp being offered this summer. In this camp, they will learn additional information to help them in the role as a volunteer and the pre-camp training is built into the curriculum. We also suggest applicants have attended Y Day Camp in the past or have previous experience working with children.

Any child who volunteered in the past, please contact the camp director for information and the steps on volunteering again.

### **VOLUNTEER PROGRAM SCHEDULE**

The Volunteer Program takes place throughout the summer coinciding with regular camper sessions and hours. Volunteers must participate every day of the session from 8:30am-4:30pm. With prior approval, volunteers can attend for 1/2 a day or occasional hours during summer if requested.

### **LETTER FROM THE CAMP DIRECTOR**

Please be aware that space is limited and not all applicants will be accepted into the Assistant Counselor Volunteer program. Communication regarding the application process and the program should be between applicant and the camp director and assistant directors. The most successful applicants treat the application and hiring process just like any job application. Parents should feel free to help in certain ways, like guiding the applicant in selecting references and helping them learn to professionally apply and interview. At the same time, please remember we seek candidates who are independent, mature and self-motivated. It is our hope that parents help cultivate these traits by allowing their teens to take full responsibility of their volunteer application.

Our goals are that applicants will be accepted into the Assistant Counselor Volunteer Program and gain valuable experience in this job application and interview process. And that we want all of our volunteers to gain skills that are applicable not only to being a camp counselor but to other aspects of life.

**To the applicant:** Thank you for applying to be an Assistant Counselor Volunteer, and please do not hesitate to call or email me if you have any questions or concerns. I look forward to hearing from you!

Sincerely,

Kaitlyn Rautmann, Summer Camp Director

# YMCA CAMP Y-KODA: VOLUNTEER PACKET

**ARE YOU READY TO BE A VOLUNTEER?** Applicants should ask themselves the following questions:

- Do I have sincere desire to work with children?
- Is an out-of-doors work experience right for me?
- Do I have the desire to develop and improve my leadership ability?
- Am I ready to put campers needs ahead of my own?
- Am I ready to become a role model for younger children?
- Do I enjoy learning in a hands-on environment?
- Am I ready to create camp magic?
- Do I have the ability to work well with others in a variety of situations?

If the applicant answered yes to the above questions, the Assistant Counselor Volunteer program may be an opportunity to gain valuable experience in a fun-filled environment.



# YMCA CAMP Y-KODA: VOLUNTEER PACKET

## Assistant Counselor Volunteer Information

The Assistant Counselor Volunteer Program offers countless opportunities to interact with children, lead activities and participate in camp programs. Volunteers fulfill many different roles at YMCA Camp Y-Koda's Day Camp. Volunteers must have a sincere desire to become strong leaders, a wish to give back to the camp community, a strong work ethic, lots of energy and creativity, a positive attitude and the ability to put children's needs ahead of their own.

## TRAINING

The objective of this Volunteer Program is to better prepare the participants to be future leaders, in or out of the camp setting. This is done through hands-on experiences, guidance from staff members and, of course, training. Our camp requires all volunteers to partake in the mandatory pre-camp training to learn the expectations and duties of an Assistant Counselor Volunteer. Although it is not required, we highly recommend enrolling into our CIT Camp (June 14-18, 2021). In the CIT Camp, our participants will receive the mandatory pre-camp training and in addition learn ice breakers & games, communication & teamwork, and the mission of the YMCA and Camp Y-Koda. For more information on the CIT Camp, please contact Kaitlyn directly.



## CHALLENGES OF THE ASSISTANT COUNSELOR VOLUNTEER PROGRAM

The Assistant Counselor Volunteer Program is challenging for young people on many levels. First, it takes a large amount of energy and dedication to complete all of the daily tasks and responsibilities of an Assistant Counselor Volunteer and maintain a positive attitude. Second, it is a transition time. Participants are no longer campers and must be willing to be a constant role model, placing the camper's needs ahead of their own. Finally we challenge each volunteer to push him or herself to achieve their personal goals.

## RETURNING VOLUNTEER'S

Please contact the camp director for the steps to volunteering in 2021.

## APPLICATION PROCESS

**STEP ONE:** Volunteer applications must be submitted by Friday, June 18, 2021 (last day of CIT camp). However, earlier the better. We are asking that applicants submit two letters of recommendation with their application. Teachers, coaches, mentors, religious leaders and employers are all excellent choices. We do not recommend letters from family members or relatives. The application is located after this letter. To submit, the application and letters may be dropped off at Camp Y-Koda or scanned and emailed to Kaitlyn Rautmann at [krautmann@sheboygancountyyymca.org](mailto:krautmann@sheboygancountyyymca.org).

**STEP TWO:** After references have been checked, interviews will be conducted at Camp Y-Koda. A staff member will contact the volunteer applicant to set up an interview time. Applicants who are unable to make it to the person will have the opportunity to set up a phone or Skype interview at that time.

**STEP THREE:** After the application, letters of recommendation, and interview: placement decisions will be made. Placement decisions will be made 2 weeks after all applicant interviews have been completed. An acceptance letter will be sent to the applicant via email.

# YMCA CAMP Y-KODA: VOLUNTEER PACKET

## PART A: Assistant Counselor Volunteer Application

**APPLICATION DEADLINE: Friday, June 18, 2021**

Full Name: \_\_\_\_\_ Male/Female: \_\_\_\_ Todays Date: \_\_/\_\_/\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Check if you have been a member or participated in any of the following activities:

<input type="checkbox"/>	Girl/Boy Scouts	<input type="checkbox"/>	Drama
<input type="checkbox"/>	Band or Choir	<input type="checkbox"/>	Dance Lessons
<input type="checkbox"/>	Y-Koda Volunteer Program	<input type="checkbox"/>	Sports
<input type="checkbox"/>	Summer Day Camp	<input type="checkbox"/>	Student Council
<input type="checkbox"/>	Summer Resident/Overnight Camp	<input type="checkbox"/>	Honor Society
<input type="checkbox"/>	Summer Adventure Trips	<input type="checkbox"/>	Photography
<input type="checkbox"/>	Volunteered at Camp	<input type="checkbox"/>	Yearbook/Journalism
<input type="checkbox"/>	Off-Season Overnights	<input type="checkbox"/>	Fundraisers
<input type="checkbox"/>	Leaders in Training Camp	<input type="checkbox"/>	Church Youth Group
<input type="checkbox"/>	C.I.T. Camp	<input type="checkbox"/>	Other: _____

Explain why you are part of the activities that you checked:

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Please explain the experiences you have had with children ages 4-13 (ex: Babysitting, Brothers/Sisters, Neighbors): \_\_\_\_\_

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What leadership activities have you participated in previously?

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# YMCA CAMP Y-KODA: VOLUNTEER PACKET

## PART B: Questions

On a separate sheet of paper please TYPE the answers to the following questions:

1. Why do you want to become (or return as) a Assistant Counselor Volunteer?
2. What do you think it means to be a leader?
3. Why do you think you will be a good leader?
4. What is an accomplishment you are most proud of?
5. In what positive way would you like to change as a person?
6. What is your favorite thing about camp?

## PART C: Attach Two letters of Recommendation

Please list the names of the individuals that wrote your letters and their relationship to you.

Name: \_\_\_\_\_

Relationship (ex: teacher, coach, etc.): \_\_\_\_\_

Name: \_\_\_\_\_

Relationship (ex: teacher, coach, etc.): \_\_\_\_\_



# YMCA CAMP Y-KODA: VOLUNTEER PACKET

## PART D: Assistant Counselor Volunteer Character Contract

### THE YMCA DAY CAMP CHARACTER CONTRACT

The goal of our Day Camp Program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the summer we continue with our Character Development mission to develop Caring, Honesty, Respect, and Responsibility among our campers.

- **APPROPRIATE CONVERSATIONS:** Volunteers will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers or staff.
- **APPROPRIATE LANGUAGE:** Volunteers must refrain from using obscene language or gestures for any reason.
- **APPROPRIATE ACTIONS:** Volunteers will work with children appropriately meaning they will not show favoritism, will treat children fairly, regardless of their background, and will remain within sight and sound of their mentor counselor. (Volunteers may not use the same bathroom at the same time as campers or counselors).
- **APPROPRIATE CONTACT:** Physical contact between volunteers and children and staff will remain appropriate. Examples of positive physical contact include high-fives, fist bumps, handshakes, and child-initiated side hugs. Examples of inappropriate physical contact include lap sitting, carrying, piggy back rides, and campers "climbing" on volunteers.
- **RESPECT:** When asked to do or not do something, a volunteer needs to follow directions the first time given. This is for the safety of all campers, staff, and volunteers. Please speak to staff and others with Respect.
- **PLAY:** We require volunteers to have fun and participate 100% of the time. Negative attitudes can ruin the camp experience for yourself and others.
- **RESPONSIBILITY:** All volunteers need to remain with their group and within sight and sound of their mentor counselor. This applies while we are here on the YMCA grounds, on off-site field trips, on the camp bus, and on other YMCA grounds. We want volunteers to be safe at all times.
- **CARING:** It is important to use and care for equipment, toys and games properly so that others can enjoy them. Volunteers will care for the property of the YMCA, of other campers, of other volunteers and of the YMCA staff.

The above guidelines have been read and discussed.

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

Signature of Volunteer Applicant: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

# YMCA CAMP Y-KODA: VOLUNTEER PACKET

Return the following information completed to the address listed below:

- A. Assistant Counselor Volunteer Application
- B. Two Letters of Recommendation
- C. Typed Questions
- D. Assistant Counselor Character Contract

Mail, drop off at YMCA Camp Y-Koda, or Scan Applications to:

ATTN: Kaitlyn Rautmann  
YMCA Camp Y-Koda  
W3340 Sunset Road  
Sheboygan Falls, WI 53085  
[krautmann@sheboygancountymmca.org](mailto:krautmann@sheboygancountymmca.org)