



YCC SUMMER 2014 Information Sheet



Thank you for your interest in the Youth Conservation Corps!

Please read this document if you are applying for our YCC Program for the summer of 2014.

Please also make sure you read and understand the job description, located on our website.

Applications are available:

- (downloadable PDF) on our website, www.laymca.org/careers
- (paper copies) at the Main Y's front desk
- (paper copies) at our Los Alamos Teen Center
- (paper copies) at our Espanola Teen Center

Applications must be received by 5 pm on Friday, March 21nd.

Applications may be turned in to The Family YMCA, the Los Alamos Teen Center, or the Espanola Teen Center.

2014 Timeline:

- **March 21:** Application DUE by 5 pm to The Family YMCA, the Los Alamos Teen Center or the Espanola Teen Center.
- **March 24 - 28:** The Family YMCA will call candidates selected for an interview; candidates NOT selected for an interview will receive notification via e-mail or mail.*
- **March 31 –April 4:** Los Alamos candidate interviews (Please note interview dates may be subject to change)
- **April 7 - 11:** Espanola candidate interviews (Please note interview dates may be subject to change)
- **April (TBA):** Field Interview; interview finalists are requested to participate in a group field evaluation (location TBD).**
- **May (TBA):** (possible Field Interview if weather causes us to reschedule April field interview date)
- **May 5 – 9:** Positions offered to qualified candidates.***

***Due to the high volume of applications, we request that applicants wait until they are notified via phone or e-mail; please do not call regarding the status of an application. All applicants are required to provide a current, frequently-checked e-mail address as well as their current home address.**

****This Field Interview is optional, however strongly recommended for interviewed candidates.**

*****Any interview finalists NOT offered a position will be notified via phone and/or e-mail.**

Purpose of YCC

The Purpose of the New Mexico Youth Conservation Corps is to provide a process to employ young persons in public projects that conserve New Mexico's natural resources and provide community benefits of lasting value. New Mexico will benefit by having its natural and urban environments improved and enhanced and its youth instilled with an appreciation of natural resources, cooperation, hard work and accomplishment.

WHO MAY BE A YCC MEMBER:

A Corps Member must be:

- A New Mexico Resident (in New Mexico for at least 6 months. A legal alien may be employed as a Corps member if the individual has lived in New Mexico at least 6 months);
- Between the ages of 14 to 25; (WORK PERMITS are required for 14 and 15 year olds; these work permits are obtained from the Department of Labor and school Superintendent offices.)
- Unemployed at time of hiring; and
- May be in-school or out of school.

Documentation for Corps Member Eligibility:

Age: birth certificates, drivers' license, school records, inoculation records, baptismal records;

Residency: the above, utility bills, rent receipts;

Unemployed at the time of hire: YCC has a form that must be filled out by the Corps member



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

EMPLOYMENT APPLICATION

The Family YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

If you would like to apply to join The Family Y's staff team, please complete the application below.

- Be sure to write legibly
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.



Position Applying For: _____ **Date:** _____

Are you willing to accept other positions: _____ **Date Available:** _____

Personal Information

NAME: _____ **E-mail:** _____

Last First MI

Address: _____

City State ZIP

Telephone: Home _____ Mobile _____ Other _____

Are you 18 years of age or older? (If not, you may be required to provide work authorization.)	Yes	No
Are you 21 years of age or older?	Yes	No

If hired, can you provide verification of your legal right to work in the United States?	Yes	No
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Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?	Yes	No
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Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. (A conviction will not necessarily bar employment. The YMCA may consider the nature, date and circumstances of the offenses.)	Yes	No
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***Notice to All Applicants: The Family YMCA enforces its policies and practices to prevent child abuse.**

Allegations or suspicions of child abuse are taken very seriously at The Family YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status: Full-time Part-time Seasonal As Needed

Yes No

Have you previously been employed by this YMCA or any other YMCA?

If yes, when? At which locations?

Have you previously volunteered at this YMCA or any other YMCA?

Yes No

If yes, when? At which locations?

Do you have any relatives or household members currently working for this YMCA?

Yes No

If yes, name(s) and relationship:

How did you hear about this opening?

Y Staff referral

Y Member

Name of referral source:

School

Advertisement

Walk-in

Other _____

YMCA website

Education & Training

Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational/ Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

Safety & Job Specific Certifications

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

Employment History		List all previous employment during the past seven years starting with the most recent. Use additional sheets if needed.	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	Immediate Supervisor and Title	<u>Starting</u> Hourly Rate/Salary	
Reason for Leaving		\$ _____ per _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Ending</u> Hourly Rate/Salary	
		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	Immediate Supervisor and Title	<u>Starting</u> Hourly Rate/Salary	
Reason for Leaving		\$ _____ per _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Ending</u> Hourly Rate/Salary	
		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	Immediate Supervisor and Title	<u>Starting</u> Hourly Rate/Salary	
Reason for Leaving		\$ _____ per _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Ending</u> Hourly Rate/Salary	
		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	Immediate Supervisor and Title	<u>Starting</u> Hourly Rate/Salary	
Reason for Leaving		\$ _____ per _____	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Ending</u> Hourly Rate/Salary	
		\$ _____ per _____	
Please explain any gaps in your employment history.			
What other business experience, personal experience or training have you had that may have prepared you for this position?			

Personal References				Do not list relatives or past employers.			
Name:		Occupation:		Years Known:			
Address:		City:		State:		Zip	
E-mail:		Phone:	/	Alternate #:	/		
Name:		Occupation:		Years Known:			
Address:		City:		State:		Zip	
E-mail:		Phone:	/	Alternate #:	/		
Name:		Occupation:		Years Known:			
Address:		City:		State:		Zip	
E-mail:		Phone:	/	Alternate#:	/		

Application Acknowledgement and Authorization			
Please read all statements and sign below:			
<p>I authorize both The Family Y and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.</p> <p>I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with YMCA employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.</p> <p>If I am employed by The Family Y I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of The Family Y or myself. I understand that, other than the Executive Director of The Family Y, no manager, supervisor or representative of The Family Y has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the Executive Director of The Family Y has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and The Family Y.</p> <p>I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that The Family Y is not obligated to retain or consider this application for future openings. If hired, I agree to abide by The Family Y's policies and rules at all times. I acknowledge that I have read the above statements and understand them.</p>			
Signature:		Date:	



YMCA CODE OF CONDUCT

“Staff” refers to all YMCA employees, instructors, board members, coaches, assistants, instructor aides, substitutes and volunteers. “Participants” refers to all members, program participants, community service workers, non-YMCA maintenance and construction workers, guests and visitors.

1. Staff will interact with participants and other staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation. The Family YMCA is an equal opportunity employer and supervisors will not discriminate when hiring staff.
2. Staff will portray a positive role model and act in a caring, honest, respectful and responsible manner, maintaining an attitude of patience, courtesy, tact and maturity.
3. While the YMCA does not discriminate against an individual’s lifestyle, it does require that staff abide by the standards of conduct set forth by the YMCA in the performance of their job
4. Staff will appear clean, neat, and appropriately attired.
5. Staff will report to work on time as scheduled or notify supervisor.
6. Staff will properly record hours worked and turn in time sheets when due.
7. Staff will not falsify any YMCA records.
8. Staff will carry out job assignments and follow supervisors’ instructions.
9. Staff must be free of physical and psychological conditions that might adversely affect participants’ physical or mental health.
10. Staff will not discuss confidential matters with anyone outside of the YMCA or with unauthorized employees. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.
11. Staff will not gossip in the work place.
12. Staff will not carry weapons on YMCA property or into YMCA programs.
13. Staff will not steal, or attempt to steal YMCA, members, participants, or staff property.
14. Staff will not intentionally destroy YMCA property or property where YMCA programs are held, or advocate or participate in unlawful seizure of YMCA property or property where YMCA programs are held.
15. Staff will not be on YMCA property during closed hours without authorization from the executive director
16. Staff will not use the Internet inappropriately.
17. Staff will notify the YMCA of a conviction or arrest.
18. Staff will not use profanity, abusive language, tell inappropriate jokes, or share intimate details of personal life in front of members, participants or other staff.
19. Staff will not smoke or use tobacco in the presence of participants. Smoking in and around the YMCA facility and programs is prohibited.
20. Never report to work under the influence of alcohol, intoxicants or drugs. The possession, use, manufacturing, or distribution of illegal drugs, alcohol and/or prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held is prohibited. *Off-the-job* illegal drug activity, as described above, or alcohol abuse, including illegal alcohol use, will not be tolerated.

21. Staff will refrain from intimate displays of affection towards others during working hours.
22. Staff will not engage in sexual, religious, racial, ethnic, or any other kind of harassment towards members, participants, or other staff.
23. Staff will not abuse participants or other staff in any of the following manners: physical abuse - striking, spanking, shaking, slapping; verbal abuse - humiliating, degrading, threatening; sexual abuse - inappropriate touching or verbal exchange, molestation, indecent exposure; mental abuse - shaming, withholding love, cruelty; neglect - withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
24. Staff will respect participants' rights not to be touched in ways that make them feel uncomfortable. Other than diapering, staff will not touch areas of participants' bodies that would be covered by a bathing suit.
25. Staff will read and sign all policies related to preventing, identifying, documenting, and reporting child abuse, and attend training as instructed by a supervisor
26. Staff ages 18 and over will not date participants ages 17 and under.
27. Staff will not transport participants ages 17 and under in their own vehicles.
28. Staff ages 18 and over will not be alone with participants ages 17 and under outside of the YMCA. This includes babysitting, sleepovers, and inviting youth to staff's home. Staff ages 17 and under will not be alone with participants ages 12 and under outside of the YMCA. Any exceptions require a written explanation before the fact and are subject to administrative approval.
29. Staff will never leave participants ages 12 and under unsupervised
30. At no time during a YMCA program will YMCA staff age 18 and over be alone with a participant age 17 and under. At no time will any YMCA staff be alone with a participant 12 and under.
31. If working with children, staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition and comparison. Staff will have age-appropriate expectations and set up or follow guidelines that minimize the need for confrontation or discipline. Physical restraint is used only in pre-determined situations (i.e. necessary to protect someone from harm) and must be documented in writing.
32. If working with children, staff will conduct a health check of each participant each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the participant or the participant's parent/guardian in a non-threatening manner. Any questionable marks or responses will be documented.
33. If working with children, staff will not release youth ages 12 and under to anyone other than an authorized individual on file with the YMCA.
34. If working with children, staff will conduct or supervise private activities for participants, such as diapering, putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff will be positioned so they are visible to others.

I understand the above list is illustrative of the type of conduct that is expected, but not inclusive of all conduct that is not tolerated. The Employee Handbook provides further guidance of rules and regulations I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Date

If under 18, parent/guardian signature

Date



Substance/Alcohol Abuse and Testing Policy

It is the policy of The Family YMCA to ensure a healthy and safe environment free from substance use/abuse within the programs, activities, and premises of the YMCA in accord with its mission statement to promote wellness in spirit, mind and body. The possession, use, manufacturing, or distribution of alcohol and illegal drugs and the illegal possession, use, or distribution of prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held, will not be tolerated. Illegal actions will be reported to the Los Alamos Police Department and to the offices of Drug Enforcement.

Off-the-job illegal drug activity or alcohol abuse could have an adverse effect on an employee's job performance and could jeopardize the safety of other employees, the public, association equipment, and the YMCA's relations with the public, and therefore, will not be tolerated. Under no circumstance should any of our employees possess, use, manufacture, or distribute illegal drugs outside of work hours. Under no circumstance should any of our employees be illegally using or illegally under the influence of alcohol. Employees who violate this policy are subject to disciplinary action, including dismissal.

Each individual associated with The Family YMCA will assume personal responsibility for his/her own actions. Anyone with knowledge of illegal possession, use, manufacturing, or distribution of illegal drugs or alcohol within YMCA programs, activities, and/or premises is to report the facts of the case to his/her supervisor or Human Resources, respecting the confidentiality of that communication.

A "zero tolerance" attitude will be enforced. Final decision as to the actions taken based upon the facts of each individual case rests with the President of the Board of Directors and the Executive Director of The Family YMCA. Any employee may be requested to be tested for substance or alcohol abuse. Results of these tests will be shared with the appropriate YMCA staff and may be used to determine employment or continued employment.

Employees suspected of involvement in substance abuse will be placed on suspension without pay until official determination of involvement has been completed. A positive determination will result in immediate termination of employment with forfeiture of all benefits prior to the suspension date. A negative determination will result in reinstatement to the same or equal position. If an employee is charged and awaiting trial for illegal activities, he/she will be placed on leave without pay until legal determination is completed.

Request for reemployment following drug rehabilitation will be considered on an individual basis with recommendation from the President of the Board of Directors and the Executive Director.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE POLICY

I hereby acknowledge that I have read and understood the above policy and agree to adhere to the policy.

Signature of Applicant

Date

If under 18, signature of parent or guardian

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE



The Family YMCA's Position Addressing the Nationwide Problem of Child Abuse

THE FAMILY YMCA MAKES EVERY EFFORT TO PREVENT CHILD ABUSE

Some examples include, but are not limited to:

- A thorough background check, including but not limited to, criminal background checks, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character and extra-curricular activities.
- Convicted or registered sex offenders are excluded from membership, employment, volunteering and program participation at the YMCA. Offenders are not allowed onto YMCA property or to loiter in the vicinity of YMCA programs and activities.
- The Family YMCA does not condone child abusers and this YMCA will be seeking information in an applicant's background related to child abuse.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the State/local authorities for investigation.
- Programs are structured so that no staff member is left alone with children.
- All staff and volunteers must undergo Child Protection Training.
- Periodic interviews and evaluations are conducted with children and parents about day to day experiences, encouraging reports of anything out of the ordinary.
- Staff will not fraternize with children outside the programs, including baby-sitting or inviting children home.
- Testing for illegal substances.

The Family YMCA's goals for all programs are:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CHILD ABUSE PREVENTION STATEMENT.

I certify that I have read the above statement and accept the same as a condition of my employment with The Family YMCA.

Signature of Applicant _____ Date _____

IF UNDER 18, parent/guardian signature _____

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE



Notice and Authorization Concerning Consumer and Investigative Consumer Reports

This form, which you should read carefully, has been provided to you because The Family YMCA ("Organization") may request a criminal background report in connection with your application for employment, or at any time during the course of employment with the Organization, if any, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee. Additionally, in the event that claims or disputes between you and The Family YMCA are filed with any third parties, the organization may request investigative reports for purposes of evaluation and response, regardless of whether you remain in the employ of the Organization at the time such claims or disputes arise.

The types of reports that may be requested from lexisnexis.com or other registry under this policy include, but are not limited to, criminal records checks including sex offender registries, court records checks, driving records, and/or summaries of educational and employment records and histories, and credit checks. **Please note:** The YMCA will maintain the complete confidentiality of all information obtained through criminal background checks, reference checks, and all information on application forms, including information regarding disqualification decisions.

The Family YMCA will not discriminate against any person on the basis of race, color, creed, sex, religion, age, disability, national origin, citizenship, or marital status.

Authorization

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of criminal background search reports, as defined above, to The Family YMCA (1) in conjunction with my application for employment, (2) during the entire course of my employment, if any, and (3) after any such employment ends. I further understand that any and all information contained in my job application or otherwise disclosed to the YMCA by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the criminal background search reports requested by the Organization and confirm that all such information provided in connection with my application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, a guarantee of employment or a promise of continued employment. If employed by the YMCA, my employment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by The Family YMCA.

Name (printed)

*Social Security number

Full address, including ZIP code

*Date of birth (mm/dd/yy)

Signature

Date

* required

For office use only:

Department

Minor? ___Yes ___No



YCC Supplemental Questionnaire



How did you learn about the YCC?

Newspaper _____ Friend _____ Parents _____ School _____

Workforce Solutions _____ Radio _____ Flyer _____ Other: _____

Internet site (name): _____

Have you worked for the YCC before? Yes _____ No _____

If yes, which YCC? _____

Dates of Employment: _____

Contact Name & Phone #: _____

Section 1: Educational Background

1. Are you currently a student? Yes _____ No _____

2. Please circle your highest grade completed 6 7 8 9 10 11 12 college

3. If you are currently attending school, please indicate the name of the school:

School: _____

City: _____

4. Please explain your current academic/career goals.

5. Have you had any training that would be relevant to YCC?

Yes _____ No _____ if yes, please explain.

Section 2: Skills

6. Have you read the Job Description? Yes _____ No _____

Will you be able to fulfill the physical requirements of this position based on the Job Description?

Yes _____ No _____

If no, explain: _____

- 7. The YCC requires teamwork to accomplish projects; please give an example of your experience(s) working with a team or encouraging people in a group situation.**
- 8. Participation in the YCC involves working in an outdoor environment for an extended period of time working on physically demanding projects, sometimes at high elevations. Please briefly explain your experiences with:**
- a) camping and other outdoor experiences whether volunteer, recreational or job-related:

 - b) trail work, habitat maintenance, fence building, or other related work:

 - c) leadership roles and independent working conditions:
- 9. List any tools you have worked with and what you used them for.**
- 10. A major part of the YCC program involves learning about the natural environment and society's use of natural resources. What would you like to learn and why?**
- 11. Please describe your attitude and understandings of drug/alcohol use in the context of Youth Conservation Corps programs.**
- 12. Why should The Family YMCA hire you to work in the YCC program? What can you contribute to the program and the other participants?**

I have read the attached information about YCC and I understand this job will involve hard physical work, working in the outdoors, and working as a member of a team. If offered a job with YCC, I agree to refrain from the illegal use of alcohol, illegal drugs, and inappropriate relations with other crewmembers during my entire period of employment. I certify that all of the statements made in this application are true to the best of my knowledge.

(Applicant's Signature)

(Date)