



Y BANDELIER CORPS (YBC) Summer 2017 Application Information

If hired, Leader position runs from Monday, 5/29-7/28/17
If hired, Member position runs from Monday, 6/12-7/28/17



Call for applications for program funded by Bandelier National Monument, the Volunteer Task Force, Delle Foundation, Pajarito Trail Fest and private donors.

Paid educational/work program hiring up to 9 will emphasize conservation, cultural, historical and outdoor education and appreciation. Work program will include college credit class, tuition paid by the program, but \$25 registration fee at UNM-LA must be paid by those hired.

The Y Bandelier Corps (YBC) is a partnership between The Family YMCA and Bandelier National Monument that will provide service-learning and environmental education opportunities for area youth. This program will expose participants to a range of possible federal lands jobs through hands-on work such as trail maintenance, historic preservation, and natural resource management. Youth will also have opportunities to learn about conservation, environmental science and policy, and careers in land management through formal and informal educational programs.

PROGRAM DETAILS

- 1) Keep this cover page to reference important dates.
- 2) Positions are open to ages 16 to 25.
- 3) Applicants must have 2 non-family references complete the reference forms attached at the end of this application (***only people who worked on the Y's trail crew in the Summer of 2016 do not need these references**). These reference forms, once completed, should be re-attached to the application and turned in with the full application by March 13.
- 4) Make sure you read and understand the job description that you are applying for at www.laymca.org.careers.
- 5) Only experienced trail builders will be considered as a YBC Leader.
- 6) Trail or outdoor work experienced highly desired; but the Y will consider those who are highly motivated to engage in outdoor work as expressed in application questionnaire.
- 7) Position requires **full term and daily** attendance; Monday through Thursdays, 8-4:30 pm, and 8am-12 pm on Fridays with occasional longer time on Fridays.
- 8) Wage includes educational/classroom time on Fridays.

Applications must be received by Monday, March 13, 8 pm. Applications may be turned in to The Family YMCA, the Los Alamos Teen Center, or the Española Teen Center.

Incomplete or late applications will not be accepted.

Key dates:

March 13, 8 pm- Applications due to YMCA, Española or Los Alamos teen centers.

March 19-24-Candidate interviews, including phone interviews.

April 3-7: Job offers extended.

May 29-First day of work for 3 Leaders. Position ends 7/28/17.

June 12-First day of work for 6 Trail Crew. Position ends 7/28/17.



Y Bandelier Corps Application

Applicant **Last** Name: _____

First Name: _____

Current/regularly check email to be used for all correspondence for this job:

CITY OF RESIDENCE: _____



Write legibly. Additional paper may be used.

Have you worked for the YCC or a trail crew before? Yes_____ No_____

If yes, name and year of program _____

Dates of Employment: _____

Contact Name & Phone must be listed on prior employment history on Y Employment Application, p 3.

Section 1: Educational Background

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

Please circle your highest grade completed 6 7 8 9 10 11 12 college year: _____

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

School: _____

City: _____

3. Please explain your current academic/career goals.

4. Have you had any training that would be relevant to the YBC?

Yes _____ No _____

If yes, please explain: If you worked for the **Y's YCC last year**, circle: Summer 2016

Section 2: Ability

5. A. Have you read the Job Description? Yes_____ No_____

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

Yes_____ No_____

If no, explain:

C. Will you be able to work M-F, 36 hrs/week, every week during the time frame?

Yes_____ No_____

If no, explain:

D. Will you be able to get to work at Bandelier on your own?

Yes_____ No_____

If no, explain:

6. The YBC requires teamwork to accomplish projects; please give an example of your experience(s) working with a team or encouraging people in a group situation.

7. If you worked for the Y's YCC in the Summer of 2016, you may skip this question.

Participation in the YBC 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 garden work:

c) leadership roles and independent working conditions:

8. If you worked for the Y's YCC in the Summer of 2016, you may skip this question.

List any tools you have worked with and what you used them for:

9. A major part of the YBC program involves learning about the natural environment and society's use of natural resources. What would you like to learn and why?

10. Please describe your attitude and understandings of drug/alcohol use in the context of Youth Conservation Corps programs.

11. Why should The Family YMCA hire you to work in the YBC program? What about this job is compelling you to apply? 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.

Printed Name

Applicant's Signature

Date



**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
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?	Yes	No
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

Employment Information

List available days/hours:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Preferred Job Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> As Needed						<input type="checkbox"/> Yes <input type="checkbox"/> 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?						<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when? At which locations?							
Do you have any relatives or household members currently working for this YMCA?						<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name(s) and relationship:							
How did you hear about this opening?					<input type="checkbox"/> Y Staff referral		<input type="checkbox"/> Y Member
Name of referral source:					<input type="checkbox"/> School		<input type="checkbox"/> Advertisement
					<input type="checkbox"/> Walk-in		<input type="checkbox"/> Other _____
					<input type="checkbox"/> 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	<u>Starting Hourly Rate/Salary</u>		
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	<u>Starting Hourly Rate/Salary</u>		
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	<u>Starting Hourly Rate/Salary</u>		
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ 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: REQUIRED		Phone: REQUIRED	/	Alternate #: _____/_____	
Name:		Occupation:		Years Known:	
Address:		City:		State:	Zip
E-mail: REQUIRED		Phone: REQUIRED	/	Alternate #: _____/_____	
Name:		Occupation:		Years Known:	
Address:		City:		State:	Zip
E-mail: REQUIRED		Phone: REQUIRED	/	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

Personal Reference 1 for applicant name: _____

(Not relative). Reference is for outdoor trail building position for youth ages 14-25.

Reference Name:	Occupation:	Years Known applicant:	In what capacity:
Address:	City/State/Zip:	Reference signature:	
E-mail: REQUIRED	Phone: REQUIRED	Alternate #: _____/_____	

On a scale of 1-5, with 5 being high, please rate applicant in regard to each; justify rating.

Reliability _____

Work ethic _____

Tool/construction/outdoor skills _____

Team cooperative skills _____

Please comment on any special qualities, strengths, or circumstances that would commend this applicant:

Personal Reference 2 for applicant name: _____

(Not relative). Reference is for outdoor trail building position for youth ages 14-25.

Reference Name:	Occupation:	Years Known applicant:	In what capacity:
Address:	City/State/Zip:	Reference signature:	
E-mail: REQUIRED	Phone: REQUIRED	Alternate #: _____/_____	

On a scale of 1-5, with 5 being high, please rate applicant in regard to each; justify rating.

Reliability _____

Work ethic _____

Tool/construction/outdoor skills _____

Team cooperative skills _____

Please comment on any special qualities, strengths, or circumstances that would commend this applicant: