

## NLGYC STAFF APPLICATION 2019

INSTRUCTIONS: Please fill out this application thoroughly and honestly. Applications are due by December 7th to [juniorprogram@nlgyc.com](mailto:juniorprogram@nlgyc.com).

CONTACT INFO:

Full Name:	Winter home phone:
Date of Birth:	Winter Address:
Age as of June 30:	
Cell Phone:	Summer Home Phone:

PARENT/GUARDIAN (if under 18):

Name:	Summer Address:
Phone:	
Email:	Permanent Address (for Tax Forms):
Cell Phone:	

EMERGENCY CONTACT:

Name:	Social Security Number (for Tax Forms and NYS Health Department):
Phone:	
Relationship:	

Please indicate what dates (if any) you are unavailable to work. All employees are expected to be at staff training 6/24/18 to 6/28/18.

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|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff Training: 6/24- 6/28)</li> <li><input type="checkbox"/> Week 1: 7/1 – 7/5</li> <li><input type="checkbox"/> Week 2: 7/8 – 7/12</li> <li><input type="checkbox"/> Week 3: 7/15 – 7/19</li> <li><input type="checkbox"/> Week 4: 7/22 – 7/26</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Week 5: 7/29 – 8/2</li> <li><input type="checkbox"/> Week 6: 8/5 – 8/9</li> <li><input type="checkbox"/> Week 7: 8/12 – 8/16</li> <li><input type="checkbox"/> Gymkhana (end of year celebration): 8/16</li> </ul> |
|---|--|

List any certifications (title, issuer, date of certification, expiration date) you currently hold and that will be valid through August 16, 2019.

List any certifications you would be willing to take prior to the start of staff training 2019. Please note new requirements for NLGYC Staff at the end of this document.

Please rank, in order of preference, which positions for which you would like to be considered (available positions can be found at the end of this document).

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

Based on your choices above, please describe why you would be a good candidate for each position. Please include previous experience, personality traits, and/or training.

- 1.
- 2.
- 3.
- 4.

Why do you want to work at NLGYC?

Please describe a hobby or interest that you would be interesting in sharing with the NLGYC Community.

Please include at least one reference (name, phone number, relationship) that can attest to your work ethic, character, and responsibility. *This reference cannot be a member of your family.*

1.

2.

3.

Thank you.

*Please be sure to review the position listings and reference information on page 4 of this document thoroughly before submitting your application.*

**AVAILABLE POSITIONS:** Position Title and Certifications

- **Intern/Counselor in Training (CIT)** (must be 15 by June 30, 2019)
- **Group Leader** (Lifeguarding with Waterfront Module and CPR required)  
Group leaders serve as multi-purpose instructors. At each activity, the group leader is the second instructor and assists the head instructors with teaching the lesson. The group leader also escorts their respective group to each activity and leads morning welcome activities. Age groups are as follows: Group 1- 6-8 year olds; Group 2- 8-10 year olds; Group 3 10-12 year olds; Group 4- 13 & 14 year olds.
- **Head Polliwog Instructor** (Lifeguarding with Waterfront module and CPR required; WSI preferred)  
The Head Polliwog Instructor is responsible for teaching the youngest members of the program (3-5 year olds). The Head Polliwog Instructor should have experience working with pre-school age children, warm demeanor, and a strong sense of responsibility.
- **Assistant Polliwog Instructor** (CPR required; Lifeguarding with Waterfront module preferred)
- **Head Swimming Instructor** (2 years experience teaching swim lessons, Lifeguarding with Waterfront module, CPR, and WSI required; First Aid-Responding to Emergencies preferred) Must be 17 years old by June 30.
- **Swimming Instructor** (Lifeguarding with Waterfront Module and CPR required)
- **Tennis Instructor** (Experience playing competitively or instructing tennis and CPR Required)
- **Head Sailing Instructor** (US Sailing Level 1 Instructor, Lifeguarding with Waterfront Module, and CPR required; US Sailing Level II Instructor and First Aid/Responding to Emergencies preferred)
- **Sailing Instructor** (CPR and Lifeguarding with Waterfront Module required; US Sailing Level 1 Instructor course preferred)
- **Sail Team Coach** (US Sailing Level 1 Instructor, Lifeguarding with Waterfront Module, and CPR required; US Sailing Level II Instructor and First Aid/Responding to Emergencies preferred)
- **Jr. Race Team Coach** (CPR and Lifeguarding with Waterfront Module required; US Sailing Level 1 Instructor course preferred)
- **Opti Clinic Instructor** (CPR and Lifeguarding with Waterfront Module required; US Sailing Level 1 Instructor course preferred)
- **On-Site First Aid Officer** (ARC Responding to Emergencies or the equivalent required)
- **Jr. Program Manager** Proven history of working with educational programs similar to this, strong communication and management skills to manage the clubs thriving Junior Program. Will work closely with a Junior Program Steering committee liaison to oversee all Jr. Program staff.  
Will act as the primary point of contact for information regarding all aspects of the Jr Program for parents and staff during the operating season as well as Jr Program Steering committee.

Hiring preference will be given to applicants that meet the following:

- **Available for the full duration of the Junior Program Season including Staff Training Week**
- Completed Applications received by the December due date
- Exhibited strong performance in the past as a staff member or have a record of the following skills.

This includes:

- ✓ Commitment to safety and well-being of children and staff at all times
- ✓ Leadership Skills
- ✓ Dedication to NLGYC and the Junior Program

- ✓ Ability to work well with others
- ✓ Enthusiasm and Team spirit
- ✓ Maturity
- ✓ Willingness to do what is needed, even outside the bounds of a specific job (initiative)
- ✓ Attendance and Timeliness
- ✓ Ability to engage kids and get them excited about lessons