



2024 Camp Reed Staff Application Instructions

YMCA Camp Reed is now accepting applications for 2024 SUMMER STAFF! Positions at Camp Reed are full time, seven days a week from approximately June 10 – Aug 17. **If you are a returning staff member, please indicate your job position preference(s)** on your application and cover letter (see detailed instructions below). Pre-season training is required, and post season program work may be available for summer staff remaining in Spokane.

SUMMER SEASONAL POSITIONS AVAILABLE:

- Counselor/Dishwasher
- Kitchen Staff
 - Head Cook, Assistant Cook & Prep-Cook(s)
- Administrative Leadership
 - Health & Wellness Assistant, Program Assistant(s), Ranger, Waterfront Director
- Counselor in Training Assignment (length varies, four sessions available)

For specific questions regarding the various open positions, please contact the Camp Reed Office — p: 509-720-5630 or e: CampReed@ymcainw.org

TO APPLY:

Follow the steps below to complete the **online application packet**, which includes a cover letter, resume & YMCA employment packet, by the application deadline. Application packets must be submitted online through ADP prior to the scheduled deadline. To be eligible for employment with YMCA Camp Reed for the Summer of 2024, the applicant must be 18 years old by July 1, 2024. If you have questions about this specific requirement & whether you are eligible, please contact Carly "Calypso" Garras to discuss in more detail.

[CLICK HERE](#) to apply & complete each step below.

Application Deadline: Friday, January 5, 2024 @ 5 PM

STEP 1: YMCA Employment Application– **REQUIRED**

- The YMCA Employment Application is to be submitted through ADP. Please answer ALL questions thoroughly and to the best of your ability. You must submit a cover letter & resume with this application.

STEP 2: Cover Letter – **REQUIRED**

- All applicants are required to submit a cover letter with their YMCA Employment Application through ADP. Please address the topics below in your cover letter:
 - **Returning Staff Only – REQUIRED:** Please list any and all summer positions you are interested in. Please see above for all positions available.
 - **Everyone – REQUIRED:** Please touch on your qualifications, your interest in the position & why you want to work for YMCA Camp Reed.
- Please choose one of the three prompts below in addition to the two required above:
 - **Everyone – OPTIONAL:** What does Camp Reed's Mission mean to you? Please provide an example of when you applied the mission at or outside of Camp.
 - **Everyone – OPTIONAL:** The Y-USA is committed to inclusion. The Y's statement on inclusion is below. After reading it, please share a time when you had to work with or relate to

someone of a different background or any other described backgrounds below. How did the experience impact you? What did you learn from this experience?

- *"The Y is made up of people of all ages from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race or sexual orientation, has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect and responsibility—they guide everything we do."*
- **Everyone – OPTIONAL:** To you, what does diversity, equity, and inclusion look like at Camp Reed? If hired, what actions would you take to ensure all campers feel welcomed and valued?

STEP 3: RESUME – REQUIRED

- You will be required to submit an up-to-date resumé with your YMCA Employment Application in ADP. Your application will be considered incomplete without a resumé.

STEP 4: Professional Reference Check (Online) – NEW APPLICANTS ONLY

- **ALL first time** Camp Reed Staff applicants must include three references using Harver/Checkster (see below) as part of their application packet. It is the responsibility of the applicant to make sure their references are turned in on time. Late references will be accepted, but this may reflect poorly on the applicant. Returning staff do not need to complete a reference check unless otherwise specified.
- **ONLINE REFERENCE SYSTEM:** Camp Reed performs online reference checks via Harver/Checkster as part of our recruiting process. We ask that applicants take this opportunity to show us what sets them apart from other candidates. Applicants will be required to have a *minimum* of **three** professional references respond as part of their Camp Reed application. We encourage you to invite *at least* five people to complete references on your behalf to ensure your references are complete on time. Here is how this process will work:
 - Once Camp Reed has received an application, the applicant will receive an email from "Carly Garras via Harver" inviting them to register with Harver/Checkster online.
 - Once they are registered, the system will prompt the applicant to invite professional references to participate in their reference check.
 - References will have **one week** to respond, and it is the responsibility of the applicant to make sure their references respond within this time frame.

STEP 4: Interviews

- Interviews for all applicants will be scheduled individually after completed packets are received and will take place during the months of December and January. For any questions regarding interviews or application status, please contact Carly "Calypso" Garras— p: 509-720-5631 or e: cgarras@ymcainw.org.

Interviews will be held in person at the YMCA Corporate Office (1126 N. Monroe Spokane, WA 99201) OR virtually via Zoom if the applicant does not reside in the Spokane area.

ALL hiring decisions will be made by mid-February 2024.

For further questions, please contact Carly "Calypso" Garras— p: 509-720-5631 e: cgarras@ymcainw.org

The Mission of Camp Reed is to enhance personal growth, Christian values and a sense of community in a safe wilderness setting. Through active participation in unique challenges and new relationships, Camp Reed transforms ideals into lasting behaviors.