

How to fill out the YMCA application without mistakes

Participation in EP LT is contingent upon acceptance by both the YMCA and by the LT program. You must complete TWO SEPARATE APPLICATIONS. This sheet addresses the YMCA one. For the LT one, visit CollegiateLT.com.

Do the YMCA Application First (workattherockies.org)

The deadline for it is **March 15, 2020**. This program will fill up. Don't get left out because of procrastination. Search for seasonal jobs that you'd want and apply to the at the Estes Park Center location.

Applying to the YMCA of the Rockies Estes Park Center

When you start your application, you will be **looking for jobs only at the Estes Park Center (EPC)**. Some jobs at the EPC are highly competitive. For example, the Day Camp is a fantastic place to work providing excellent opportunities to work with children. If you want one of these jobs, we would encourage you to **apply earlier** (early in 2020) to try to get one of these coveted positions. As with any job, **apply for positions you have the qualifications for**. If you apply to a more specialized job, it would be prudent to apply to a second job in **food service or housekeeping**. In fact, most first-year jobs are in food service and housekeeping. Don't be surprised if you're offered a job in one of these departments, even if your first choice was in another area. *If you don't get the job you want, accept the job they offer to still participate in LT. While it may be disappointing, the job is just a part of LT experience.*

Tips for YOUR application

1. When creating your profile at the beginning, you'll be asked for a "**referral source.**" In that pulldown menu, **select LT - Summer 2020 as your referral**. That will ensure the YMCA sees you as an LT applicant and will help you to get a job.
2. **Fill out the application carefully, thoughtfully and legibly**. Just because you're applying as part of the LT program doesn't guarantee you a job. The YMCA reviews each application in detail before hiring.
3. **The LT program dates for employment are May 20 - Aug 8, 2020**. Enter the correct beginning and ending dates for employment in your application. You **must work during the 11 weeks of the LT program**. You have the possibility of extending your work agreement at the camp, but be sure the duration of your employment at the camp includes the above program dates. On your application, enter the beginning and ending dates you **actually plan to work**.
4. **If you know of a prior commitment during the summer** for which you will need days off (such as a wedding, a family reunion, etc.), **please notify the HR department at the time of your video interview to clarify any questions**. The phone number is 970-586-3341 ext 1032.
5. For the section of the application that reads "**What specifically attracts you to the YMCA of the Rockies?**" **give a good answer**. Don't just write that you "want to be in LT," or that you "like mountains." Both may be true, but learn to understand the YMCA and write a response accordingly. For example, "I respect the YMCA's Christian goals and mission, and I hope to be a part of serving others this summer as they come to relax and be refreshed at the camp."
6. **When doing your video interview**, take the interview seriously. Be kind, courteous, and represent LT well.

7. After the application is in, you've been interviewed, and verbally offered the position, **the YMCA will later require 3 references.** They will need two professional references and one family references. A valid professional reference is someone who was in a supervisory role such as a supervisor, manager, coach, pastor, etc (a coworker or a friend is not a valid reference). A valid family reference is a parent, sibling, aunt, uncle, cousin, etc (a coworker or friend is not a valid reference). They **WILL NOT PROCESS YOUR HIRE UNTIL THEY RECEIVE ALL 3.** Don't let this keep you from being hired. Please follow the instructions carefully. Each applicant is responsible to send requests to each reference and explain the form. It's online & confidential.

When You're Hired

If you're hired by the YMCA, they will e-mail you three separate emails: a work agreement, new hire paperwork, and a link for your reference). Be looking for it. If you don't see it, check your spam and/or call the YMCA. The work agreement will include work agreement dates – please ensure you accept the offer letter. **Make a clear note of what you've committed to and keep that commitment,** including arriving when the Y asks you to, as they have to prepare your housing for your arrival and for your departure.

God's Grace to you!

John Drage- EP LT Executive Director

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