



## **2019 SUMMER INTERNSHIP PROGRAM**

Dear Student:

The Y's Summer Internship is a program that consists of 40 High School students working with younger youth in a camp setting teaching youth reading development and strategies. The goal of this program is to provide youth with a chance to develop leadership, gain work experience, and helping youth better define future goals. The Y's internship is a temporary job position that provides a person(s) with invaluable work experience and on-the-job training in the fields of child and recreation development. The summer internship is from June 10<sup>th</sup> to August 9<sup>th</sup>.

**Application deadline Friday, May 31<sup>st</sup> by 5 pm and interviews will be held June 3<sup>rd</sup> – 7<sup>th</sup>**

**Training Week: June 10 – 14 from 9:00 am – 2:00 pm**

*Training will be held at the Santa Maria Valley YMCA, 3400 Skyway Dr. Santa Maria, CA*

### **Internship Dates and Themes:**

Week 1: June 10 – 14 – <i>Aloha Campers</i>	Week 5: July 8 – 12 – <i>Animal Imagination</i>
Week 2: June 17 – 21 – <i>Glow Baby Glow!</i>	Week 6: July 15 – 19 – <i>MARVEL-ous</i>
Week 3: June 24 – 28 – <i>Dynamite Dinos</i>	Week 7: July 22 – 26 – <i>Shark Week</i>
Week 4: July 1 – 5 – <i>Freedom Camp</i>	Week 8: July 29 – August 2 – <i>International Travel</i>
Week 9: August 5 – 9 – <i>Disney/Pixar/Star Wars</i>	

**YMCA Mission:** To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

### **Duties for Y Summer Camp Intern**

- Clock in and out
- Report to Volunteer Manager
- Keep headcount and child to adult ratio
- Assist camp staff with all camp projects
- Act as a Liaison to literacy program
- Assist with testing to help measure Achievement Gap.
- Participate in Character Development Days
- Implement the core values of the Y: Caring, Honesty, Respect, and Responsibility.

### **Requirements:**

- Two reference letters
- High school student with 2.5 GPA or higher.
- Must be available for a training week June 10 – 14 from 9:00 am – 2:00 pm
- Has to love kids, and not afraid of getting dirty!

**Please keep this page for your records.**



## Internship Application Cover Page and Check List

Name: \_\_\_\_\_

School: \_\_\_\_\_

**Please check off each item that is included and arrange your materials in the following order:**

- 1. **Application Check List** (use this page as your cover sheet)
- 2. **Personal Information Form**
- 3. **Getting to know you: Short answer questions**
- 4. **Intern Application Test**
- 5. **YMCA Application for Employment**
- 6. **2 Letters of Recommendation**

**Late or incomplete applications will not be considered.**

Please return your application by Friday, May 31<sup>st</sup> by 5:00 pm to:

Sabrina Arcos, Volunteer Manager at Santa Maria Valley YMCA, 3400 Skyway Dr. Santa Maria, CA 93455

### **Questions:**

Contact Sabrina Arcos at [volunteermanager@smvymca.org](mailto:volunteermanager@smvymca.org) or (805) 937-8521

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



## Personal Information Form

How did you learn about the Internship Program? (Please circle)

Classroom Presentation    Career Center    Teacher: \_\_\_\_\_    Other: \_\_\_\_\_

Name (First and Last)

\*Have you previously participated in the Internship Program? Yes\_\_\_ No\_\_\_

Birth Date (Month/Day/Year)

Age

Address

City

State

Zip

Home Telephone

Cell Phone

Email (required)

School Currently Attending

Grade

GPA

Please answer each of the following questions:

1. Do you plan on earning some type of college degree after high school? Yes\_\_\_ No\_\_\_
2. If you answered "No" to the previous question, what are your plans after high school graduation (work, trade school, certificate/license program, etc.)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Getting to know you: Short answers and essay question

1. List 3 reasons why you enjoy working with kids:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. What do you know about the YMCA?

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3. Tell me about your recent work/volunteer experience?

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4. What about a summer camp program sounds **fun** to you?

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5. Describe one of your personal **strengths**.

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6. Describe one of your personal **weaknesses**.

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7. What experience do you already have working with kids? (Examples: ROP courses, siblings, jobs, volunteer work, etc.)

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8. Tell us about your **hobbies or special skills**.

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## Interview Applicant Test

### Define:

Noun: \_\_\_\_\_

Adjective: \_\_\_\_\_

Verb: \_\_\_\_\_

What are the Vowels: \_\_\_\_\_

### How many syllables are in each word?

Respect: \_\_\_\_

Children: \_\_\_\_\_

Furiously: \_\_\_\_

### Basic Math:

$278-87=$  \_\_\_\_\_

$93+19=$  \_\_\_\_\_

$25 \times 6=$  \_\_\_\_\_

$36 \div 12=$  \_\_\_\_\_

### Basic algebra: solve for X:

$X+9=22$

$2X-6=14$

$X=$  \_\_\_\_\_

$X=$  \_\_\_\_\_

### Writing sample:

If you could have any superpower what would it be and why? Would you be a hero or a villain? (Must be at least 5 sentences)

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# APPLICATION FOR EMPLOYMENT

## Santa Maria Valley YMCA

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

We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications ALL questions must be answered. (PLEASE PRINT CLEARLY)

**Position Applied For:** \_\_\_\_\_ **Date** \_\_\_\_\_

Name \_\_\_\_\_ Email: \_\_\_\_\_  
Last First Middle Initial

Present Address: \_\_\_\_\_  
Street City State Zip  
Telephone No. \_\_\_\_\_ Cell Phone: \_\_\_\_\_ How long have you lived at above address?: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Street City State Zip  
How long did you live there? \_\_\_\_\_

Would you work Full Time? \_\_\_\_\_ Part Time? \_\_\_\_\_ (If part time, please specify availability below)  
Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_

Have you ever been employed by the YMCA? \_\_\_\_\_ If yes, When and Where? \_\_\_\_\_

List any relatives or friends employed by us: \_\_\_\_\_

Are you 18 years of age or older? Yes No  
(If not, employment may be subject to verification of your eligibility to work and a receipt of a school work permit.)

Are you authorized to work in the United States? Yes No  
(Proof of eligibility to work in the US will be required upon employment)

Do you speak a 2<sup>nd</sup> language? \_\_\_\_\_, If yes, what language \_\_\_\_\_

Are there any other experiences, skills or qualifications that you feel would especially fit you for work with the YMCA?  
\_\_\_\_\_  
\_\_\_\_\_

### Indicate dates you attended school and location of each school:

SCHOOL	NAME & LOCATION OF SCHOOL	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA/ MAJOR
High School			YES NO	
College			YES NO	
Other (vocational, Technical, etc.)			YES NO	

Are you currently employed? Yes No May we contact your present employer? Yes No  
If so, please provide name and telephone number \_\_\_\_\_

## Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status. **Use additional sheets of paper if necessary.**

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	Month/Year	Month/Year	
	From	To	
Address			
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			
Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	Month/Year	Month/Year	
	From	To	
Address			
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			
Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	Month/Year	Month/Year	
	From	To	
Address			
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			

If there are any gaps in your employment history, please explain:

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**References (Do not list family or relatives)**

NAME	EMAIL	PHONE	OCCUPATION

**CONSENT TO DRUG AND ALCOHOL TEST**

I understand that it is the intent of the YMCA to operate in an environment free of drugs and alcohol. I further understand that the YMCA believes that the use of drugs or alcohol, or being under their influence, jeopardizes the welfare and safety of YMCA employees, members, visitors and children, and decreases productivity and efficiency. Therefore, I consent to allow the YMCA to collect urine and/or blood specimens from me for testing for alcohol, drugs, and controlled substances. I also give my consent for the release of the test results to appropriate management employees. I further consent to allow the YMCA to conduct drugs and/or alcohol test of me during my employment with the YMCA. I understand that by declining to sign this consent and declining to take the tests, my application for employment may be rejected or my employment with the YMCA may be terminated.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

We appreciate your interest in a position with the Santa Maria Valley YMCA. If you have any questions about making the following statement, please ask the interviewer to explain.

**STATEMENT OF APPLICANT**

**PLEASE READ BEFORE SIGNING**

In the Santa Maria Valley YMCA's effort to attract the highest quality staff, I have been advised that as part of the application process for employment with the Santa Maria Valley YMCA, an extensive inquiry will be made concerning my prior employment, activities, and character and I fully consent to authorize all such inquiries.

All employees of the YMCA are required to submit themselves for a background check and fingerprint record check with the State of California. I understand that my employment is subject to the YMCA's review and acceptance of my fingerprint record. I also understand that my driving record may be verified if I drive while performing my duties for the YMCA.

In the event of my employment by the Santa Maria Valley YMCA, I will comply with all policies set forth in the personnel manual and with other policies established from time to time by the organization. I authorize the Santa Maria Valley YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made, concerning me, my background, experience, and prior employment. Inquiries or requests may be made by you or any other party with a legal and proper interest. Inquires or request may be made by you, or your representatives, to any governmental agency, including law enforcement agencies or departments, or any other party with a legal and proper interest. I hereby waive any right to claim that any request or investigation is an invasion of my privacy since they are made with my consent and it is in my interest that I am considered for employment.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment or, after employment, would be cause for termination of employment with the Santa Maria Valley YMCA.

I understand and agree that if I am employed, there is no contract period for employment and my employment would be solely an "employment at will" giving either me or the Santa Maria Valley YMCA the right to terminate my employment at any time with or without notice, with or without cause, without liability or obligation, except through my regular pay through date of termination. I further understand that my status as an "at will" employee, if I am employed by the YMCA, may not be altered either by statements, by writing, or conduct.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENTS AND THAT I AGREE TO THE ABOVE AND VOLUNTARILY SIGN THIS APPLICATION. I FURTHER DECLARE, UNDER PENALTY OF PERJURY, THAT THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date