

GREETINGS CAMP ECHO STAFF APPLICANT!

Thank you for pursuing the opportunity to work at Camp Echo for Summer 2019. Working at Camp Echo provides the opportunity to change the lives of young people, build community, and make the world a better place, all while having a personally transformative experience. This impact requires the hard work and commitment of over 200(!) committed staff members.

This letter serves to share a background of our community, Camp Echo's goals, what we look for in staff, how we hire staff, and what we expect of staff. The topics covered in this letter are a few of the most foundational practices that staff must be aware of before agreeing to work at Camp Echo.

Note: Portions of this letter that have been updated for Summer 2019 are highlighted in grey.

ABOUT EVANSTON

Camp Echo is based out of the McGaw YMCA in Evanston, IL. Approximately 70% of Camp Echo's 1500 campers come from neighborhoods throughout the city. Evanston is situated on the [northern border of Chicago](#) and is part of a region known as The North Shore, which stretches through several smaller affluent communities to the north of Evanston. Evanston is known for its diversity, particularly racial and socioeconomic, and there are many organizations in the community working to overcome resource gaps in an equitable manner – making sure everyone has the resources they need to be successful, providing more support to those that need it most.

Below are a few links with more information about Evanston:

[City of Evanston](#)

[Evanston Township High School](#) (ETHS)

[Wikipedia – Evanston](#)

[Evanston Elementary Schools](#) (District 65)

ABOUT MCGAW YMCA

The McGaw YMCA is a pillar of the Evanston community, creating access for ALL to learn and grow. In addition to the typical fitness opportunities known as commonplace to Ys across the country. The McGaw Y is also home to a mens residence for over 150 men to live, a child care center for over 300 infants and toddlers, and a variety of innovative youth programs such as METAMedia. There are over 13,000 members of the McGaw YMCA.

Learn more about the Y in Evanston by watching a video series about the first 125 years of the McGaw YMCA and a powerful series about the Emerson Street Y, which was an anchor for the social and civic life of Evanston's black community from 1909 to 1969. Both video series are available on the McGaw Y website: [McGaw YMCA History](#).

ABOUT CAMP ECHO

Youth from Evanston have been camping through the YMCA since 1899 and have been attending Camp Echo on Long Ryerson Lake in Fremont, MI since 1924. Camp Echo is a coed, residential YMCA camp amidst 512 acres of woodlands and wetlands. Each summer over 1,500 campers of all ages get the Echo experience, some for the first time, some returning as families with children of their own, and everything in between.



CAMPER GOALS

Camp Echo's goals for campers fall into three categories: Safety, Community, and Personal Growth. These categories are a defined progression, with each category providing the foundation upon which the next set of goals can be more fully realized. As such, the categories are always referred to in the same order, along with the goals within each category.

These experiences are facilitated through intentionally planned activities and adventures at Camp Echo and on off-site adventure trips. From getting a bullseye at archery to making independent decisions for the first time, Camp Echo provides growth and achievement to campers all day every day.

SAFETY

Know the Rules & Expectations: Campers understand the rules that are in place, why they are in place, and what they have agreed to within the code of conduct.

Feel Secure: Campers choose how far they are pushed out of their comfort zone and feel individually supported by staff in overcoming fears and challenges.

Ask For Help: Campers ask for support from peers, counselors, or other members of the community and are accepting of help when offered.

COMMUNITY

Inclusion: Campers actively seek to engage ALL members of the Camp Echo community and take action when they or others are not being included.

Make New Friends: Campers form strong relationships through structured and unstructured activities led by staff to celebrate individual differences.

Give Back: Campers gain a sense of impact and fulfillment through actively enhancing the Camp Echo experience for all.

PERSONAL GROWTH

Develop Strong Character: Campers learn, live, and model the characteristics of caring, honesty, respect, and responsibility.

Strengthen Self-Confidence: Campers strengthen their personal identity, recognizing and putting into action their assets to problem-solve and navigate the world with greater independence.

Build Leadership Skills: Campers have opportunities to learn various styles of leadership and given opportunities to motivate and inspire others.

... AND HAVE FUN!

Campers will be filled with awe and wonder on a daily basis while experiencing the joy of choosing activities that suit their personal interests.

SUMMER 2019 DATES & PROGRAMS

Camp Echo offers primarily two-week sessions, with a shorter session at the start and end of the summer. Each of our two-week sessions offers a range of opportunities from our traditional Main Camp program (grades 3-8) to our On-Site Teen and Adventure Trip programs. Below are the program dates for Summer 2019:





Session 1: June 9 -14

Session 2: June 16 – 28

Session 3: June 30 – July 12

Session 4: July 14 – 26

Session 5: July 28 – August 9

Session 6: August 11 - 16

Camp Echo offers a Layover program between each of the sessions for campers enrolled in consecutive sessions (except between sessions 3 and 4). All on-site program staff is required to work at least one layover, or ride buses to/from Evanston, over the course of the summer season. Staff that work a layover can take a 24-hour block of time off during the week immediately preceding or following the layover that they work. If the layover is between Sessions 1 and 2 or Sessions 5 and 6, the 24 hour period off must be taken during the two week session that falls before/after the layover (Session 2 or 5). Staff will be given an opportunity to share their staffing preferences but will be assigned in advance of the summer by a member of the full-time staff.

Another great tradition at Camp Echo is Family Camp, which occurs over Memorial Day and Labor Day Weekends, as well as for two weeks in mid-August. This is a great opportunity to engage with campers of all ages!

Memorial Day Weekend: May 24 – 27

Week 2: August 25 – 29

Week 1: August 18 – 24

Labor Day Weekend: August 30- September 2

TIME-OFF

Time-off throughout the summer must be approved by the staff member’s supervisor. If time-off is requested during a session staff may be asked to take the entire session off or work in a support role to avoid negative impacts on camper experiences.

WHO WE ARE LOOKING FOR

Camp Echo is an environment for individuals who want to be a part of an effort that is far greater than themselves, who wish to learn from people who are different from themselves, be challenged to grow, and actively challenge those around them to grow, all while providing the most positively impactful experience possible to every camper we serve. More specifically, we seek mature individuals who demonstrate Camp Echo’s core values, work ethic, and activity-specific skills.

Living and working at Camp Echo all summer long also requires a desire to learn about people who are different from yourself in order to build positive relationships with other staff, who may also be your roommates. Camp Echo is committed to creating and maintaining an environment where everyone is respected and included.

TARGET HIRING DATES

Below are the dates that Camp Echo targets to have summer staff hired based on position and preparation time ahead of summer. It is recommended that applicants interested in each position apply prior to the target date (the sooner the better!), as the positions are likely to be filled by the dates shown:

December 2, 2018: Team Leaders

January 4, 2019: Trip Staff, Teen Staff, Barn Staff, Area Heads

February 1, 2019: All other positions



APPLICATION AND INTERVIEWS

Camp Echo's hiring process identifies the individuals best-suited to support our life-changing impact on campers. Below is an outline of the hiring process for all staff.

- 1) Learn about what Camp Echo has to offer.
- 2) Identify roles that you are eligible and interested in.
- 3) Complete online application. Applications will be reviewed and processed as they are received, with interviews scheduled and conducted promptly for all qualified candidates once references are received.
- 4) Any applicants who did not work at Echo or the McGaw YMCA in 2018, must submit contact information for four references for Summer 2019. One individual must be a personal reference (family member) and three must be professional connections unrelated to the applicant (supervisors, coaches, etc.).
- 5) Camp Echo staff will schedule an interview with qualified candidates for open positions or let you know if we are unable to interview at this time. Interviews are conducted on a rolling basis for many positions and after the stated application deadline for others.

Note: Group interviews for JSS & AC applicants will be at the McGaw YMCA on February 23 & 24.

- 6) Follow-up interviews are scheduled, if necessary.

OFFERS OF EMPLOYMENT

Positions at Camp Echo are competitive and not all applicants are offered opportunities. If you are not offered a position initially, we will ask if you would like to be kept in mind should opportunities develop later. We also remind candidates that growth outside of Camp Echo is taken into consideration, with the hope that un-hired candidates will consider re-applying in the future.

If you are offered a position at Camp Echo for Summer 2019, congratulations! Staff offers are crafted to fit within a large mosaic of other offers and cannot be altered by applicants. If changes are required due to inaccurate salaries, start dates, or sessions/programs to be worked, a new offer will be considered by the hiring manager. If multiple sessions are offered, there is no guarantee of a similar offer with fewer of the sessions. **It is imperative that you understand the expectations of the position for which you are hired. Offer letters may not be negotiated upon staff arrival to camp. If you have any questions about the offer letter, please contact the hiring manager before you sign and submit your paperwork. We are always happy to discuss!**

The offer letter is NOT the final part of the hiring process. Below are the required onboarding steps to ensure that staff are ready to work at Camp Echo. Your job offer is contingent upon completion of the steps below. Not meeting these expectations could jeopardize your offer for Summer 2019.

- 1) Review the McGaw YMCA Employee Handbook.
- 2) Review the job description for the position(s) you have been offered.
- 3) Sign, date, and return your offer of employment by the deadline stated on your offer.
- 4) Complete and return all hiring paperwork by the deadline stated on your offer.
- 5) Present proof of eligibility to work (I-9 Documentation) to Camp Echo staff, in-person.

Once the above steps are completed, we will reach out to summer staff with additional information regarding training, onboarding, and pre-summer opportunities to learn and grow! Keep



communicating questions, concerns, and ideas in advance of summer and you will be ready for a life-changing summer as part of the Camp Echo staff!

CHILD ABUSE PREVENTION

Camper safety is Camp Echo's greatest responsibility. Staff members are trained to make decisions and provide supervision that ensures the physical and emotional safety of all campers. Staff will be required to review and sign a Child Abuse Prevention Code of Conduct that outlines some of the expectations of staff to ensure the safety of campers. Appropriate expectations of supervision, language, physical contact, and general conduct are outlined in this code of conduct.

STAFF TRAINING & CERTIFICATIONS

Prior to working with campers at Camp Echo, all staff must complete required trainings based on their role and responsibilities. These trainings may include a combination of online and in-person trainings. Staff members that are not able to attend the regularly scheduled pre-camp staff training must attend Late Staff Training at Echo. **This training will be offered June 22-28.**

No mandatory certifications (LG/FA/CPR) are taught at Camp Echo during staff training. Staff members are expected to arrive at the start of training with the necessary trainings. If a staff member arrives at camp with incomplete certifications, they must find an off-site training before working with campers. **Time-off must be approved to leave staff training for any reason.**

MINORS ON STAFF (UNDER 18 YEARS OLD)

Note: In the State of Michigan, whose laws Camp Echo is governed by, all individuals under the age of 18 are considered campers regardless of any staff designation or payment. Additionally, while working at Camp Echo, minors are under the supervision of Camp Echo leadership and must be supervised when on time off away from camp.

Camp Echo takes great pride in providing a continuous leadership progression from the start of a camper career all the way through full-time staffing opportunities and provides minors meaningful leadership development through paid employment experiences. Staff members under the age of 18 most often are offered opportunities to work in support roles on Junior Support Staff, such as Kitchen, Maintenance, Lifeguard Barn, and Child Care. Further, structured professional development will be built into each session for Junior Support Staff to receive further skill development for working directly with campers. Additionally, there may be limited opportunities for 17 year old staff (and high school graduates) to join cabins as a third (assistant) counselor with two staff members who are at least 18 years of age. Even as third counselors, 17 year old staff may not serve as independent supervisors of campers or count towards supervision ratios.

DRUGS, ALCOHOL, TOBACCO, and ILLEGAL ACTIVITIES

Camp Echo is a tobacco-free facility and staff members are not permitted to consume alcohol while on camp property. Possession or consumption of drugs or alcohol or paraphernalia while on Camp Echo property is cause for immediate suspension or dismissal. These include nicotine, tobacco, marijuana products, electronic cigarettes, vaping devices (ie juuling), similar devices, or other controlled substances/products.

Illegal drug use, and any other illegal activities conducted by Camp Echo staff while employed by Camp Echo, is cause for immediate suspension or dismissal. The legal drinking age is the United



States is 21 years old and underage consumption of alcohol, or being in the presence of underage consumption of alcohol, is considered illegal activity.

APPROPRIATE RELATIONSHIPS & LANGUAGE

Building strong relationships is a crucial part of the camp experience for campers and staff alike. The success of Camp Echo is contingent upon the relationships being positive for campers and staff alike. Staff will be trained extensively on appropriate relationships with campers to ensure the safety of campers and to avoid and inappropriate relationships with campers, both real and perceived.

Personal relationships between staff must be discreet and not distract from our primary responsibility to serve campers. Personal relationships between staff may only be conducted on personal time and off camp property. Any personal displays of affection on camp property are grounds for disciplinary action. Personal relationships between someone over the age of 18 and someone under the age of 18 are prohibited and are grounds for immediate dismissal.

Camp Echo staff members are required to restrict camper access to personal social media accounts. Providing campers with access to personal social media is prohibited, which includes maintaining public social media accounts. Camp Echo will check the social media presence of all applicants and consider any content that is deemed unrepresentative of the values and expectations of Camp Echo staff. Staff members are not permitted to post photos of campers on personal social media sites.

In further creating a culture of appropriate relationships and positivity, staff are expected to refrain from using any inappropriate language such as, but not limited to, profanity, sexually explicit, or derogatory language while on camp property. Action that contradicts these expectations will result in corrective action.

TECHNOLOGY

Camp Echo is committed to creating an environment that is technology free and respects the privacy of all campers at Camp Echo. To achieve this goal, a screen-free policy states that all campers, with the exception of digital cameras, are not permitted to have any devices with a screen while at Camp Echo. Staff members are permitted to have devices with screens while at Camp Echo, but the devices may not be used in the presence of campers.

JOIN US

A summer spent at Camp Echo will provide you with far more than a paycheck. You will depart with new friends; personal growth in leadership, problem-solving, critical thinking, and creativity; endless memories; and the support of a dedicated alumni community that reaches well beyond Michigan, the Midwest, and even the United States. It is an experience unlike anything else. We continuously learn and grow together. It's not easy, which is why do it. I hope you'll join us.



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