

Phantom Lake YMCA Camp

Staff Development Program

Application Checklist

- Completed SDP Application Form
- Signed Your Keys To Success / Conduct Agreement
- Distributed 3 Reference Forms



We build strong kids, strong families and strong communities.

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Staff Development Program

SDP Application Packet

Phantom Lake YMCA Camp offers a comprehensive 3-year Staff Development Program. It is designed to teach young leaders a variety of practical and life skills. Eligible campers of the program may apply. The SDP Directors with the help of the SDP Staff and the Chief Operating Officer will process all applications. The Program participants will be responsible for specific duties at activities and with their campers. Participants have a wide range of support. The SDP Staff provides sound advice, instruction, and feedback. The SDP Staff is dedicated to the success of each participant in the program.

Who should apply for the program?

- Φ Individuals age 15 or older (as of June 1)
- Φ Individuals who have a strong desire to work with children
- Φ People who have a strong desire to teach and learn
- Φ People who have the ability to work well with others in a variety of situations

What skills will you develop through the Staff Development Program?

Program Skills	Life/Leadership Skills
Activity Skills (Boating, Swimming, Belay, etc.)	Better Understanding of the Phantom Square
Plan and Lead Activities for Campers	Better Understanding of Children
Plan and Lead a Special Task (Crier, PA, Tidbit, etc.)	Better Understanding of Basic Leadership Styles
Initiatives	Daily Journaling
Icebreakers	Effective Communication Skills
Tent Games & Activities	How to Work as a Team
TAPS Talks	Working with Diverse Populations
Service Project at Camp	Conflict Resolution
Phantom Lake YMCA Camp Emergency Procedures	Understanding Group Dynamics
	Personal Organizing Skills & Goal Setting
	Peer Leading
	Group Decision Making

What happens after you complete the Staff Development Program?

- Φ We encourage graduates of our program to apply for a Phantom Lake YMCA Camp summer staff position (Successful graduates of the program are appealing candidates for the summer staff)
- Φ You will have developed skills that you previously didn't have
- Φ You will find that your experience in the program was exciting, memorable, and worthwhile
- Φ You will have a closer bond and better relationship with Phantom Lake YMCA Camp and the community that makes up PLYC
- Φ You will realize the impact you had on your campers, your fellow SDP, and on staff
- Φ You will find that you've made some wonderful lifelong friends
- Φ On future job applications you can use this experience as a reference and as a resume builder.

**IF THIS PROGRAM IS SOMETHING THAT INTERESTS YOU,
PLEASE APPLY!**



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Here's how to apply to be a Phantom SDP...

STEP 1

(Deadline for applications – October 1st)

Complete the SDP Application Form. Be sure to read the Your Keys To Success, the SDP Conduct Agreement, and the Reference Form. Send in your completed SDP Application Form, Your Keys To Success and Conduct Agreement to Phantom Lake YMCA Camp. Please distribute your reference forms and have the evaluator send them in upon completion. All paperwork must be received by October 1st. The camp address is:

Phantom Lake YMCA Camp
Attn: SDP Staff
S110 W30240 YMCA Camp Road
Mukwonago, WI 53149
Or fax it to: (262) 363-4351

STEP 2

(Application Processing – October 1-December 1)

The SDP Staff and the Associate Executive Director will process all applications. The candidate's application, references, counselor support questionnaires, summer performance (if applicable), will determine the SDP roster.

STEP 3

(December 1st Notification Date)

You will be notified by mail regarding your status in the program by December 1st.

- Φ Please note that every application will be reviewed – To avoid disappointment, we ask those who apply to our program to understand that they should participate because they have a strong interest in learning leadership skills and in learning how to be terrific leaders of children.
- Φ The number and type of positions we offer for young people vary from year to year; we try to balance our program participants with people who offer a wide variety of experience and backgrounds.

Year	Title	Minimum Age	# of Sessions	Cost
First	Camper In Training (CIT)	15	1	1 Session
Second	Leaders In Training (LIT)	16	2	1 Session
Third	Assistant Counselor (AC)	17	3	Free of Charge
SDP Retreats (Winter, Spring, Fall)			Current Retreat Fee	

- Φ Members of the first level of the program (CIT) are not guaranteed a position in the second level of the program (LIT). This also applies for members of the second level of the program (LIT) applying for the third level of the program (AC). In order to maintain a high caliber program and offer adequate opportunities to meet our goals, Phantom must maintain a manageable and appropriately sized program.

*At the conclusion of each summer all members of the program must reapply.

*The SDP Family Handbook and an invitation to the CIT Winter Retreat will be sent to each new member of the program upon acceptance.

STEP 4

(CIT Winter Retreat - TBA)

Attend the CIT Winter Retreat. All participants should attend. More information will be provided upon acceptance.

PLEASE CALL US AT (262) 363-4386 IF YOU HAVE ANY QUESTIONS ABOUT THE STAFF DEVELOPMENT PROGRAM OR THIS APPLICATION PROCESS.

Note: Successful applications will not be considered based on first come, first serve.

Take your time and fill out the application completely.

(APPLICATION PAPERWORK DEADLINE – October 1st)



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Date Received (Office Use) _____

PERSONAL INFORMATION

(please write legibly)

Name _____ Date Of Birth _____

Home Address _____

City _____ State _____ Zip _____

E-Mail Address _____

Phone Number _____

BACKGROUND

High School _____ Grade _____

Have you been to Phantom Lake YMCA Camp before? Yes _____ No _____

If yes, what session(s) and when did you attend? _____

If yes, who were your most recent counselor and SDP? _____

ESSAY

Please answer the following questions carefully on a separate piece of paper (Preferably typed, but if handwritten please do so in black ink). **Be sure to include your name, the date, and address.**

- Φ Why do you want to participate in the Staff Development Program at Phantom Lake YMCA Camp?
- Φ What part(s) of the program are you most excited to participate in?
- Φ What experiences (i.e. – youth group, volunteer work, work experience) do you have that you think will help you be successful as a SDP?
- Φ If you take part in the Staff Development Program tomorrow, how do you think you will benefit?
- Φ What is one accomplishment that you are truly proud of?



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