



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

2006 Direct Placement / Returning Staff Application INSTRUCTIONS

Description:

The Direct Staff Program enables host sites to interview, screen and hire first-time international staff, while the Returning Staff Program helps host sites bring back former international staff. This program is available in the summer and winter.

Fees:

Application Fee: **\$550** (due when application is sent to ICCP for approval, also see agreement for details)

Refund Policy: Host site MUST notify ICCP in writing within 15 days of visa denial or cancellation to be eligible for a \$200 refund.

How To Apply:

STEP 1

Instructions to U.S. Host site

- Complete PART A of the application.
- Print, read and sign copy of ICCP agreement.
- Send an employment contract and signed agreement to applicant to be signed and returned.

STEP 2

Instructions to the Applicant

- Complete PART B of the application.
- Sign camp employment contract.
- Sign ICCP agreement.
- Obtain a police background check from your local police station.
- Obtain one reference (use ICCP's standard reference form)
- Obtain copy of Student ID if applying for support staff position only.
- Return to Employer: PART B, Contract, Agreement, Police Background Check, Reference, Copy of Student ID

STEP 3

Employer sends to ICCP

- PART A of the application
- PART B of the application
- Copy of the contract
- Copy of the agreement
- Copy of one reference
- Copy of the Police Background Check
- Copy of Student ID (for support staff only)
- Full payment by check or credit card (checks payable to: YMCA-ICCP)

International YMCA (ICCP)
5 West 63rd Street, 2nd Floor
New York, NY 10023
Fax: 212-727-8814

STEP 4

ICCP:

- ICCP will Screen, approve and process application.
- A DS-2019 sponsorship form and SEVIS fee receipt form will be created and sent by express mail directly to the applicant with details on how to apply for the J-1 Visa and other supporting documents and information.

STEP 5

Instructions to Applicant

- When you receive your DS-2019, SEVIS fee receipt and information packet from ICCP, CHECK THE FORMS CAREFULLY FOR MISTAKES, THEN SIGN AND DATE THE DS-2019.
- You are required to read the ICCP participant manual before applying for your J-1 Visa.
- Applicants must then contact their local U.S. Embassy to arrange an interview.
- When contacting the U.S Embassy make sure that you have all the documents provided by ICCP. Request information about fees and forms that the Embassy may require.
- Once your J-1 Visa is approved by the U.S. Embassy you can make your travel arrangements (not before!).

STEP 6

Instructions to Host site and Applicant on arrival to the U.S.

- Immediately upon arriving at the host site notify ICCP of arrival so that the J-1 Visa can be validated in SEVIS. The Visa will automatically be terminated if not validated within 10 days of the program start date (shown on DS-2019 form).

Instructions for competing forms:

Part A (Host Site)

- Please complete the Host Site Information fully. If you are not completing this form online, please use CAPITALS only.
- Complete the Applicant Information section.
- Applicants Name: Please use the correct spelling of the applicants full name.
- Start Date and End Date information is very important. The dates indicated in this section will be used on the applicants DS-2019 visa sponsorship form. (The J-1 visa is valid for 4 months and CANNOT be extended)
- Salary: Please include the total salary earned for the period of employment.
- Why is your site requesting this return or direct placement: this question is requested by the U.S state department to ensure that Host Sites are not replacing Americans with international staff. International staff should be adding an international element to your programs.
- Face to face interview: If you or the Host Site have worked with the applicant in the past you can insert your name as the interviewer. A past host site employee referring an applicant can also be the interviewer. If you do not have the means to answer this question ICCP maybe able to help. Please contact us.

Part B (Applicant)

- Please complete the Applicant Information fully. If you are not completing this form online, please use CAPITALS only.
- Complete the Personal Information section.
- Name: please complete the name section and use your name as it appears in your passport. (this information is used to create your DS-2019 visa sponsorship form, re-prints will cost you \$75)
- Date of Birth: in the U.S. the date of birth is written, MONTH / DAY / YEAR.
- Contact information: please use an active address, ICCP will be sending documents to this address. (CANNOT BE A POST OFFICE BOX)
- Where will you be working? Please indicate your employer / Host Site name.
- Position you are applying for: please indicate either counselor (includes program positions such as lifeguard or activity instructor) or Support Staff (includes maintenance, kitchen staff, cleaner, etc), (SPECIAL NOTE: all support staff applicants MUST submit a valid student Identification).
- Complete the Background Information section fully.

Reference Form:

- Participant should have this form completed by former employer (camp director can complete this for returning staff), teacher, coach, tutor, priest, minister or rabbi. References from colleagues, friends and family are not acceptable.

Agreement:

- Host Site employer/supervisor should read, complete and sign the agreement then send this to the applicant to be read and signed.
- Payment: Checks or Credit cards are accepted. Only checks issued in the U.S. are valid. Check can be made payable to The International YMCA (ICCP).

Police Background check:

- Applicants must contact their local police station and request a police background check from their home countries. A basic background check is all that is required. Background checks are valid for one year before a new one is required. If you are experiencing problems in obtaining a police background check, please contact ICCP for assistance.

Student ID:

- Applicants applying for support staff positions MUST be full time post secondary students on their school break during participation. Proof of student status is required to qualify.

Special Notes:

- All supporting documents must be translated to English.
- The J-1 visa is valid for 4 months and CANNOT be extended.
- Applicants should not purchase international transportation before having the J-1 visa approved at the U.S Embassy.
- Applicants and/or employers MUST notify ICCP within 10 days of arrival to camp for visa validation purposes. Failure to do so will result in the cancellation of the J-1 visa.



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

2006 Direct Placement / Returning Staff Application

PART A (Host Site)

Host Site Information: (COMPLETE IN CAPITALS ONLY)

Site Name:

Name of Director / Supervisor:

Winter Address:

City: State: Zip Code:

Telephone:

Fax:

Emergency Phone:

Email Address:

Summer Address: (if different from winter address)

City: State: Zip Code:

Telephone:

Fax:

Emergency Phone:

Website Address:

Applicant Information:

Applicant's Full Name:

What position will this applicant fill? (Support staff applicants MUST be students)

Date applicant begins job?

(Note: J-1 Visa is limited to a May 1st start date for summer positions)

 / /

Month

Day

Year

(this will be the start date of J-1 Visa)

Date applicant ends job?

 / /

Month

Day

Year

Total Salary (please include a total for the period worked)

\$

Why is your site requesting this return or direct placement? (please state clearly that this applicant is not taking the place of, or performing a job which could be filled by a first year staff or American.)

Who conducted the face to face interview?

Relationship of interviewer to host site?

If you do not personally know the applicant, who provided the referral?



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

2006 Direct Placement / Returning Staff Application

PART B (Applicant)

Personal Information: (COMPLETE IN CAPITALS ONLY)

First Name: (as it appears on passport)

Middle Name: (as it appears on passport)

Last Name(s): (as it appears on passport)

Male: **Female:**

City Of Birth: **Country Of Birth:**

Resident Of: **Citizen Of:**

Date Of Birth: (Month / Day / Year) / /
M D Y

Age On May 1st 2006:

Contact Information:

Address: (to be reached at all times - *CANNOT BE A POST OFFICE BOX*)

Street:

City:

State / County:

Postal Code:

Country:

Email:

Telephone: (Country Code / City Code / Number) / /

Mobile/Work Phone: (Country Code / City Code / Number) / /

Emergency Contact Name: **Relationship:**

Emergency Contact Phone Number: / /

Where will you be working?

Name of host site that you are applying to work at:

Name of contact at the host site?

Position you are applying for:

Background Information:

Are you currently a Student? YES NO **If yes, are you Full or Part-time?** _____

Name of University / School? _____ **Name of Certificate program?** _____

Name of Degree program? _____

When is your University / School break? _____

How many years is your Degree program? _____

What year of study are you in? _____

If not a student, are you employed? YES NO **If yes, are you Full or Part-time?** _____

Name of Employer? _____

What is your job title? _____

Have you ever worked in the U.S. under a J-1 visa? YES NO

This will be my **year as an ICCP participant.**

Have you ever been accused of or convicted of a felony or of child abuse? YES NO

If yes, please explain:



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

2006 Reference Form (Instructions)

The International YMCA offers young people from around the world opportunities to experience life in the United States while sharing their culture in a variety of settings. Participation in an International YMCA Program is not a low-cost ticket to travel to the USA nor is it a moneymaking venture. It is an opportunity to participate in cultural exchange while making an important contribution to American communities.

The person who has given you this form is applying for an International YMCA opportunity. In order to complete this reference form, you are expected to be knowledgeable about the applicant's attributes and personality.

You must be either a teacher, coach, tutor, employer, priest, minister, or rabbi to complete this reference form.

References from Colleagues, friends or family members will not be accepted

If you feel you do not meet this criteria and/or you are a close friend or relative of the applicant, please do not complete this form. Have the applicant contact our representative for assistance.

It is essential that we receive an honest and objective assessment of the applicant. Please complete all sections on the reverse side. Print or type clearly. Return this form to the applicant upon completion.

Thank you.

International YMCA Program Descriptions:

International Camp Counselor Program (ICCP) offers 18-30 year olds the opportunity to join the staff of U.S. summer camps as **counselors and support staff**.

Participants in **Counselor Positions** share their culture with American children while providing direct supervision, program instruction, and in many cases, must live with the campers. Camp life is demanding. It means long hours with little free time or privacy, and sometimes under rustic conditions. The ideal candidate must love children, be warm and caring and possess a good sense of humor, as well as must be inexhaustibly energetic, organized, flexible, outgoing, able to make mature judgments and capable of working well with others. Most candidates will have to lead activities in English in which they have expressed proficiency. Applicants must be able to meet these challenges.

Support Staff participants are full time post secondary school students working in summer camps, YMCA's or conference centers during their school break. Participants work in kitchens, on the campgrounds, in the camp office. The work is very demanding and participants must have strong motivation for hard work. Responsibilities do not include direct supervision of the children.

The **Trainee Program** offers professional training opportunities for 3 months up to a maximum of 18 months in social services, management, health education and arts & culture. Participants must have the ability to adapt to an extended time outside of their home culture



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

2006 Reference Form

Name of applicant:

Your name as reference:

Address:

Phone: **E Mail:**

What is your relationship to the applicant?

If you have employed this applicant, describe his/her responsibilities?

How long have you known the applicant?

When was your last contact with the applicant?

Please rate the personality and suitability of the applicant for the position applied for:

	Excellent	Good	Fair	Poor
Attitude				
Adaptability				
Responsibility				
Resourcefulness				
Enthusiasm				
Leadership				
Initiative				
Patience				
Sense Of Humor				
Cooperation				

Based on your experience, how does the applicant relate to other people?

What would you consider to be the applicant's best program skills and personality strengths for working at camp?

How well do you think the applicant could teach these skills at camp?

Would you employ the applicant to teach these skills and work with children? YES NO

Signature: **Date:** **Is this a translation?** YES NO



INTERNATIONAL CAMP COUNSELOR PROGRAM

International YMCA

We build strong kids,
strong families,
strong communities.

2006 Direct Placement / Returning Staff Application AGREEMENT

Before you finalize your application for the International Camp Counselor Program (ICCP) it is essential that you understand areas of responsibility as indicated below. If you have any questions please contact the staff at ICCP for clarification before you sign this agreement. This agreement is your contract with the International Camp Counselor Program (ICCP).

General Areas of Responsibility

Applicant will:

- Accept the placement arrangement made by the employer
- Carry out the responsibilities to his/her best ability
- Negotiate salary and transportation directly with the employer
- Be financially responsible for all personal or incidental expenses before, during and after commitment
- Accept the terms of the Exchange Visitor Visa: to work only at the designated site and return home before the expiration date of the visa
- Maintain sickness and accident insurance meeting U.S. government regulations for the entire stay in the U.S.
- Notify ICCP of arrival to camp within 10 days. Failure to do so will invalidate the J-1 visa
- Keep ICCP updated of whereabouts during travel time

The U.S. Host site (Employer) will:

- Arrange for a face to face interview with the participant.
- Provide the participant with a contract and information prior to arrival to the site, outlining rules, regulations and job responsibilities.
- Provide staff training covering site rules, policies and on-going supervision.
- Pay ICCP a program fee of \$550 for each international participant.
- Negotiate salary directly with the participant. No FICAA or FUTA can be deducted from this amount, as J-1 participants are exempt.
- Make transportation arrangements directly with the participant.
- Notify ICCP of the participant's arrival to camp within 10 days for visa validation.
- NOTE: There is a \$75 fee to replace lost or stolen DS-2019 forms and SEVIS fee receipts.
- Provide general liability insurance.
- Provide room & board or arrange home stay/host family (if a day camp).
- Ensure that international staff have at least 24 hours off per week (of which at least 10 hours must be continuous).
- Assist international staff with transportation out of camp on days and evenings off.
- Comply with Federal, State and Local regulations regarding payroll, insurance and background checks.
- Notify ICCP in writing within 15 days of visa denial or cancellation to be eligible for a \$200 refund.
- Consult with ICCP before early termination of an international staff.

ICCP (Program Sponsor) will:

- Send a DS-2019 visa sponsorship form, SEVIS fee receipt and supporting documentation directly to the applicant via express mail.
- Provide continued support throughout the program.
- Provide 12 weeks of sickness and accident Insurance Extendable to 16 weeks upon request.

Application Fee: \$550 (includes the following)

- 4 Months of work visa sponsorship
- 12 weeks of sickness and accident Insurance. Extendable to 16 weeks upon request
- Express delivery of documents to the participant
- DS-2019 form (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- Payment of the non-refundable \$35 SEVIS (Student Exchange Visitor Information System) Fee to be paid to the State Department.
- Receipt that \$35 SEVIS fee has been paid. Receipt must be presented to U.S. Embassy.
- Letter of Sponsorship (for Embassy Official and Social Security Application).
- Instructions on how to apply for J-1 visa
- Participant & Host site Manual and Newsletters
- Validation of J-1 Visa with U.S. State Department
- 30 days of additional time for travel within the U.S. at the end of visa sponsorship (applicant **CANNOT** work during this time)
- On-going support and assistance to international staff and employer

Signatures: (I have read and agree to abide by the terms of this agreement as listed above)

Applicant Name: Applicant Signature: Date: / /

Employer Name: Employer Signature: Date: / /

Payment: Check enclosed Credit Card (Note: Only Checks issued in the U.S. are acceptable)

Participant Name:	
Host Site Name:	
Card Type: <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Card Number: <input type="text"/>	Security Code: <input type="text"/>
Expiration Date: (month / year)	Amount to Charge: \$
Name as it appears on credit card:	Signature:

Who is paying this fee? Camp Participant

If camp is paying, will this be deducted from the participant's salary? YES NO