

# Summer Daze 2021 Application

(To be completed **in addition** to YWCA general employment application)

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone Number \_\_\_\_\_

Position(s) Applying For (please indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice)

\_\_\_\_\_ Summer Daze Group Leader (PreK)

\_\_\_\_\_ Summer Daze Group Leader (School Age)

\_\_\_\_\_ Summer Daze Program Assistant

\_\_\_\_\_ Summer Daze VIP (Vision Inclusion Personnel)

**\*All three job descriptions are attached to this application.\***

Will you be taking any classes during that time period? \_\_\_\_\_

If so what days and times? \_\_\_\_\_

Will you be taking any extended vacations during that time period? \_\_\_\_\_

If so what dates? \_\_\_\_\_

Availability – please shade or highlight the times you are **NOT** available to work:

	6:15	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

*(Please do not return Job Descriptions with application – they are for you information only)*

Return to:  
**YWCA Child Care**  
**Director**  
**425 Lafayette**  
**Waterloo, IA 50703**



Summer Daze or Y's Kids Staff Application

Date \_\_\_\_\_ Phone \_\_\_\_\_ Phone #2 (Cell #, etc.) \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Dates available for work \_\_\_\_\_ Position applying for \_\_\_\_\_

Schools Attended	City/State	Dates	Major Subject	Degree

List any previous child care experience \_\_\_\_\_

List any training or special courses taken in recreation/child care/education \_\_\_\_\_

List any experience working with children \_\_\_\_\_

Other special training \_\_\_\_\_

References: (List three people other than family members or friends who know your qualifications and abilities in relation to getting the position you want. Use former employers if possible.)

Name	Complete Address and Phone Number	Occupation
1.		
2.		
3.		

Work Experience -

Show your most recent experience first.

1. Title of Position _____	Name of Business _____
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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Title of position _____	Name of Business _____
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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Work Experience (continued)

3. Title of Position \_\_\_\_\_ Name of Business \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

4. Title of position \_\_\_\_\_ Name of Business \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Experience (continued)

5. Title of Position _____	Name of Business _____
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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

6. Title of position _____	Name of Business _____
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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Position \_\_\_\_\_

Date employed: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Major responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

What is your present occupation? \_\_\_\_\_

Certifications

	Yes	No	Expired
Red Cross Multimedia First Aid			
Red Cross Standard First Aid			
Red Cross Advanced First Aid and Emergency Care			
Red Cross or American Heart CPR			
Red Cross Advanced Lifesaving			
Red Cross WS Aide			
Red Cross WSI			
Child Abuse			

How well do you swim? ( ) very well ( ) well ( ) fair ( ) non-swimmer

List the extra-curricular activities/groups in which you participate. Include any honors or offices held. Include your hobbies.

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If you were asked to help with any of the following typical camp activities, how would you rate your skill and leadership ability? Circle activities you could lead, underline activities in which you have partial skill or experience.

- Singing      Musical Instruments      Hiking      New Games      Swimming      Volleyball  
Diving      Water Games      Plants      Animals/Insects      Birds      Storytelling  
Environmental Education      Puppetry      Drawing      Hand Painting      Arts      Drama

Others (please list) \_\_\_\_\_

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Do you have a "philosophy" of working with children? \_\_\_\_\_

Describe your overall ideas in relation to working with children. \_\_\_\_\_

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Have you had experience in dealing with children from various income levels and/or backgrounds? \_\_\_\_\_

What other qualifications or information would you like to have considered in this application. (Include on separate sheet if necessary.)

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Have you ever been investigated for a charge of child abuse or neglect with the result being that the case was founded (that the investigating parties determined that you had committed abuse or neglect)? \_\_\_\_\_ yes \_\_\_\_\_ no

If you answered yes, give detailed summary of the incident that includes dates, type of abuse, recommendations from investigating authorities, etc. Use back of sheet if necessary.

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The YWCA has an obligation to the public to employ those who will maintain public confidence and good will. Therefore, the YWCA may conduct investigations including verification of prior employment and education. By signing this application, you give permission of the YWCA to contact your present and/or previous employers and your references. Additionally, by signing you authorize the YWCA to make these investigations and you indicate your awareness that misrepresenting or omitting information may be reason to disqualify you for employment or, if employed, may result in your dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***YWCA Black Hawk County  
Job Description***

***Title: Summer Daze Group Leader***

***Responsible to: Child Care Co-Directors, Child Care Assistant Director***

***Status: Seasonal, Part-time, Nonexempt***

***Schedule: Summer, Monday - Friday***

**Job Summary:** With support from the Co-Directors of Child Care, Assistant Director of Child Care, and the YWCA Summer Daze Site Coordinator, the Group Leader plans, directs and supervises a professional, safe, respectful, caring, activity-oriented, child-centered, age-appropriate summer child care program for an assigned age group of children. Depending on group placement, this may also include early childhood / Head Start Wrap Around children.

**Responsibilities:**

- Maintain a safe environment at all times through adherence to Iowa Department of Human Services Child Day Care Licensing Standards.
- Ensure safety of children at all times.
- Strictly adhere to all YWCA pandemic protocols.
- Specifically during swimming, ensure that support staff are placed both in the water and “on deck” according to schedule.
- Be active and visibly engaged with children at ALL times.
- Ensure support staff are active and visibly engaged with children at ALL times.
- Plan and implement child-centered, age-appropriate programming and curriculum.
- Supervise support staff, monitoring performance and providing feedback and coaching as necessary. Report concerns regarding staff attendance or performance to the Child Care Administrative team in a timely manner.
- Promote and practice positive and continual communication with parents/guardians
- Keep accurate records and statistics as assigned.
- Ensure adequate and appropriate food and program supplies are appropriately stored and available.
- Promote and maintain positive relationships with all YWCA, school and other community agency personnel.
- Provide coverage or “substitute” in another group as needed.
- Positively promote YWCA programs and mission in the community at all times.
- Participate in regular program evaluation process via surveying of program users and collaborators.
- Communicate all relevant information to Child Care Department and to YWCA front office in a timely manner.
- Participate in relevant training so as to stay current in all best practices trends.
- Attend community meetings as requested.
- Demonstrate cultural competence and apply to every day lessons and activities.
- Other duties as assigned by YWCA Child Care Co-Directors, Child Care Assistant Director, or Child Care Program Coordinators.

**Job Qualifications:**

- Education and experience in a field related to children and youth are required. A B.A. in elementary education, recreation, education or related fields in early childhood or child development is preferred.
- Before the first day of programming, must be certified in First Aid, AED, CPR, Mandatory reporting of child abuse, Blood Borne Pathogens, Hazardous Materials, as well as obtaining yearly continuing education hours as related to the school age field
- Must successfully pass the State of Iowa criminal records background check for child care providers.



***YWCA of Black Hawk County***  
***Job Description***

***Title: Summer Daze Program Assistant***

***Responsible to: Child Care Co-Directors, Child Care Assistant Director***

***Status: Seasonal, Part-time, Nonexempt***

***Schedule: Summer, Monday - Friday***

Job Summary: With support from the Co-Directors of Child Care, Child Care Assistant Director and the YWCA Summer Daze Site Coordinator, Program Assistants assist in maintaining a professional, safe, respectful, caring, activity-oriented, child-centered, age-appropriate summer child care program for an assigned age group of children. Depending on group placement, this may also include early childhood / Head Start Wrap Around children.

**Responsibilities:**

- Maintain a safe environment at all times through adherence to Iowa Department of Human Services Child Day Care Licensing Standards.
- Strictly adhere to all YWCA pandemic protocols.
- Be active and visibly engaged with children at ALL times.
- Ensure safety of children at all times.
- Specifically during swimming, will be assigned to be in the water or “on deck” according to schedule.
- Plan and implement child-centered, age-appropriate programming and curriculum.
- Promote and practice positive and continual communication with parents/guardians
- Keep accurate records and statistics as assigned.
- Ensure adequate and appropriate food and program supplies are appropriately stored and available.
- Promote and maintain positive relationships with all YWCA, school and other community agency personnel.
- Provide coverage or “substitute” in another group as needed.
- Positively promote YWCA programs and mission in the community at all times.
- Participate in regular program evaluation process via surveying of program users and collaborators.
- Communicate all relevant information to Child Care Department and to YWCA front office in a timely manner.
- Participate in relevant training so as to stay current in all best practices trends.
- Attend community meetings as requested.
- Demonstrate cultural competence and apply to every day lessons and activities.
- Other duties as assigned by YWCA Child Care Co-Directors, Child Care Assistant Director, or Child Care Program Coordinators.

**Job Qualifications:**

- Education and experience in a field related to children and youth are required.
- Before the first day of programming, must be certified in First Aid, AED, CPR, Mandatory reporting of child abuse, Blood Borne Pathogens, Hazardous Materials, as well as obtaining yearly continuing education hours as related to the school age field
- Must successfully pass the State of Iowa criminal records background check for child care providers.

***YWCA of Black Hawk County  
Job Description***

***Title: Summer Daze V.I. P. (Vision Inclusion Personnel)***

***Responsible to: Child Care Co-Directors, Child Care Assistant Director***

***Status: Seasonal, Part-time, Nonexempt***

***Schedule: Summer, Monday - Friday***

**Job Summary:** To provide professional leadership and care for school aged children participating in Summer Daze child care program. To assist in the development and implementation of a professional, safe, respectful, caring, activity-oriented, child-centered, age-appropriate summer child care program for an assigned age group of children who have special needs. Depending on group placement, this may also include early childhood / Head Start Wrap Around children.

**Responsibilities:**

- Maintain a safe environment at all times through adherence to Iowa Department of Human Services Child Day Care Licensing Standards.
- Be active and visibly engaged with children at ALL times.
- Strictly adhere to all YWCA pandemic protocols.
- Assist with feeding, dressing, restroom needs, behavioral guidance, etc. as required or requested.
- Ensure safety of children at all times.
- Specifically during swimming, will be assigned to be in the water or “on deck” according to schedule.
- Plan and implement child-centered, age and ability-appropriate programming and curriculum to ensure successful inclusion.
- Promote and practice positive and continual communication with parents/guardians
- Keep accurate records and statistics as assigned.
- Ensure adequate and appropriate food and program supplies are appropriately stored and available. Promote and maintain positive relationships with all YWCA, school and other community agency personnel.
- Provide coverage or “substitute” in another group as needed.
- Positively promote YWCA programs and mission in the community at all times.
- Participate in regular program evaluation process via surveying of program users and collaborators.
- Communicate all relevant information to Child Care Administrative team and to YWCA front office in a timely manner.
- Participate in relevant training so as to stay current in all best practices trends.
- Participate in additional training regarding specific medical/physical/social needs of children with disabilities.
- Attend community meetings as requested.
- Demonstrate cultural competence and apply to every day lessons and activities.
- Other duties as assigned by YWCA Child Care Co-Directors, Child Care Assistant Director, or Child Care Program Coordinators.

**Job Qualifications:**

- Education and experience in a field related to children and youth are required.
- Education in a Special Education field or experience working with children with disabilities is also required.
- Before the first day of programming, must be certified in First Aid, AED, CPR, Mandatory reporting of child abuse, Blood Borne Pathogens, Hazardous Materials, as well as obtaining yearly continuing education hours as related to the school age field
- Must successfully pass the State of Iowa criminal records background check for child care providers.