

## Hiring Checklist 2025

- INTERNATIONALS:** Accept your placement offer through your agency. How to do this varies from agency to agency.
- [Apply for your job online.](#)** You should have received an email from your Hiring Manager with the direct link for which job to apply to.
- Consent to background screening.** You will receive another email from ADP/Workforce Now asking you to input your social security number and driver's license/ID number . **INTERNATIONAL STAFF:** If this is your first year on staff, ignore this. If this is your second+ year on staff, you will need to complete the background screening using the social security number you received during your first year.
- INTERNATIONAL STAFF:** Print and sign your offer letter to bring your Visa appointment.
- FIRST-TIME STAFF:** Create an [Ultracamp](#) account. If you were an Aide/camper and are under 18, you will need to use your parent/guardian's account. If you are new to BCCYMCA and under 18, your parent/guardian will need to assist you with setting this up. If you are over 18, you can make your own account.
- Sign up in Ultracamp for your role.** There are instructions in the email you received with your job offer and a link to the sessions. If you aren't sure which link to register for, ask your Hiring Manager.
- Complete your references.** Put in the contact information for three adults who are not related to you. We cannot offer you a job officially until we receive your references back. **RETURNING STAFF/FORMER AIDES:** You may use 2 camp references, but 1 has to be non-camp. If you have been told that we already have your references, just input your own email to skip this step. **INTERNATIONAL STAFF:** You may skip this step by just putting your own email address into the blanks.
- Accept your job offer.** You will receive an email from [BECKETCHIMNEYCORNERSYMCA.HR@ADP.COM](mailto:BECKETCHIMNEYCORNERSYMCA.HR@ADP.COM) with a link at the bottom that directs you straight to the offer letter, which you will sign digitally. The letter may also include a job description attachment – please review that as well as your dates and rate of pay before signing. We cannot offer you a job officially until we receive your references.
- Join your camp's Whatsapp Community and group chat.** Your Ultracamp email confirmation will include links to these communities, but if you cannot find them, ask your Hiring Manager.
- Make sure you have a bank account so you can set up direct deposit for your pay.** US Staff will need to know your US Bank Account number, type of account, routing number, and account info. **INTERNATIONALS:** We recommend you open a multi-currency bank account such as WISE (wise.com) or Revolut (revolut.com) with a debit card. If you do not set up an account like this, you will receive your pay on a Rapid Pay card.
- Complete the required Ultracamp paperwork **BEFORE MAY 1**, including these forms:
  - 2025 BCCYMCA Seasonal Staff Information Form**
  - 2025 Staff Demographic Survey**
  - 2025 Staff Activity Preferences (Counselors Only)**
  - 2025 Staff BCCYMCA Health Form**
  - BCCYMCA Staff Arrival/Travel Information 2025**
  - 2025 BCCYMCA Disclosure Statement**
  - 3 References** (you will need to put in the contact information for individuals 18+ who can vouch for you. **INTERNATIONAL STAFF:** you do NOT need to do this – we collect your references from your agency).

And uploading these documents:

- NFHS Concussion Training Certificate:** [This training](#) is required every year. [Here](#) is a link to instructions for how to complete it.
- 2025 Doctor's Report and Immunization Records:** You will need a physical signed by your healthcare provider from DECEMBER 23, 2023 to present attesting that you are in good health and detailing your vitals. You will also need to upload your immunizations records. **INTERNATIONAL STAFF:** CCUSA requires a health check prior to setting up your account, and you may use that. For other agencies, you will need to see your health provider. A copy of the physical form can be found in your Documents Center in Ultracamp.
- 2025 Health Insurance Card:** Most individuals under 26 in the USA are part of their parent/guardians' plan. **INTERNATIONAL STAFF** Your agency will provide you with travel insurance that will not activate until about 3 days prior to your travel. You can wait until you receive that to upload your insurance.

## **Required Vaccinations and Immunizations for Staff**

**MMR:** 2 doses, anyone born in or after 1957. 1 dose, anyone born before 1957 outside the U.S. Anyone born before 1957 in the U.S. is considered immune. Laboratory evidence of immunity to measles, mumps, and rubella is acceptable.

**Varicella:** 2 doses, anyone born in or after 1980 in the U.S., and anyone born outside the U.S. Anyone born before 1980 in the U.S. is considered immune. A reliable history of chickenpox or laboratory evidence of immunity is acceptable (a reliable history can be a parent note signed by a healthcare provider verifying immunity).

**Tdap:** 1 dose. Then Td or Tdap every 10 years.

**Hepatitis B:** For staff with first aid responsibilities, 3 doses of the Engerix-B or Recombivax-HB formulations of the hepatitis B vaccine, or 2 doses of the Heplisav-B formulation. Laboratory evidence of immunity is acceptable.