



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

What to expect when you arrive

Onboarding documents

New seasonal employees should arrive between 8:30 am and 4:00 pm from Monday to Friday. Please do not arrive before your arrival date, as your room may not be ready. Please report to the HR office located on the lower level of the Administration Building. During your hiring process, you received instructions on completing your paperwork documents through Paycom; it will help if you download the Paycom app to your phone. It is your responsibility to complete your checklist prior to your arrival at the HR office.

Upon arrival, you will be given a room assignment and directions to staff housing. You will complete a Room Condition Form on your arrival day to record the condition of the room and its contents.

I-9 Documents

During your hiring process, you received instructions on which forms of IDs are appropriate to use with your I-9 document. Those forms of ID must be provided at the time of your check-in with the Human Resources Office. They **MUST** be original, valid, and unexpired. Failure to produce these documents will result in rescinding your employment offer.

By clicking on the following link, you will be able to see in more detail the documents accepted. <https://cutt.ly/QVWxALK>

ID Badge

Once your identity documents have been verified and we confirm that you have completed all the onboarding documents on Paycom you will receive your YMCA ID badge, including your photo, name, state, or department you serve.

All staff members must wear their ID badges while on duty or while eating in the dining areas.

Cellphone and Wi-Fi realities

We encourage you to keep in touch with your friends and loved ones!

Wi-Fi

- The YMCA has open and free Wi-Fi in all our buildings, including staff housing.
- Wi-Fi speed is good enough for video calls and most common uses; at night, the internet speed may be slowed down.
- Inappropriate uses of the internet connection are not allowed. Please refer to our Communications Systems Policy in your Employee Handbook.
- We do have computers you can use for free in the Administration Building lobby and the Library. You are encouraged to bring your own electronic device (laptop, tablet, phone, etc.)

Phone

- Staff dormitories have phone lines; they are only for local and toll-free phone calls.
- International calls cannot be made from YMCA lines.
- If you have a US phone number or you are thinking of getting one, please know that Verizon cell phone service at the Estes Park Center is primarily unavailable. You will need to go into Estes Park to get service.

Mail

You can receive mail and packages (including online shopping) using this address:

YOUR FULL NAME

2515 Tunnel Road

Estes Park, Colorado, 80511 USA

Link to map with H.R. The H's, Mount Y, Aspen, laundromat locations highlighted. (Please download): <https://cutt.ly/nVWx91i>