

# WELCOME PACKET

**Name:**

**Arrival Date:**

**Department:**

**Lodge:**

**Room Number:**

**Welcome to the YMCA of the Rockies - Snow Mountain Ranch!**  
**To get started, check off all the tasks listed below!**

- Check-in with Human Resources (Bring your I-9 Documents)
- Collect your Badge
- Walkthrough your Welcome Packet with Human Resources
- Tour with a Resident Assistant and get familiar with the property!
- Review, complete, and return the Room Condition form to Orientation
- Attend Orientation (Friday 9:00 AM - 5:00 PM)



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# INTRODUCTION

## **The biggest YMCA in the world!**

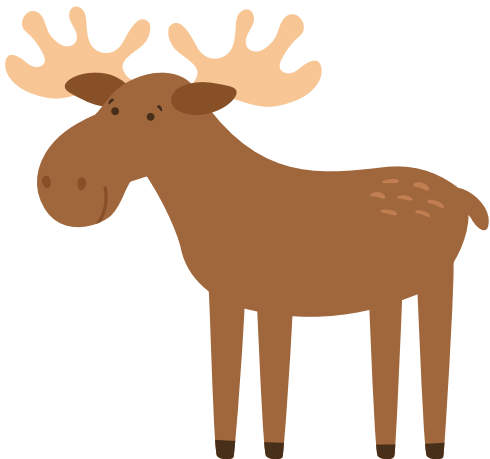
Snow Mountain Ranch has 5,200+ acres (21 sq kilometers) to explore! This packet contains important information to help you become familiar with and adapt to our mountain lifestyle.

## **A note on Altitude Sickness**

Snow Mountain Ranch is located 8,705 ft. (2,450 m) above sea level. At this altitude, it is normal when first arriving to experience headaches, nosebleeds, dizziness, nausea, breathlessness or thirst. The air here is very, very dry. To feel better, drink a lot of water (at least 8-12 glasses per day), use lotion, and get plenty of sleep. Gatorade is also highly recommended for your electrolytes

## **Did you know SMR has won awards for our water quality?**

You can drink our tap water! Water fountains can be found in most major buildings, & soda fountains are available at the Commons



## **We have an abundance of wildlife!**

Be mindful of them while on hikes or when throwing away trash! We don't want to attract them to our housing.



# ROCKY MOUNTAIN LIVING PACKAGE

## How much does it cost?

The Rocky Mountain Living Package is a fee that all seasonal staff must pay. It costs \$170 per week, deducted from your paycheck. It includes housing, meals, and access to all property facilities.

Volunteers do not need to pay for this. However, they are required to work at least 28 hours per week.



## The Rocky Mountain Living Package includes:

- Housing in dormitory-style rooms.
- Free Sheets, blankets, and pillows.
- Cleaning supplies.
- Three buffet-style meals daily at certain times.
- Discounted lodge room nights for friends and family.
- Access to all YMCA of the Rockies facilities, discounted gear rentals, discounted tickets to local attractions, and free passes for skiing, mountain biking, and golf.

## Housing Lobby Features:

- Kitchens: refrigerators, stoves and microwaves
- Common areas: large-screen TV, videogame consoles, and more!
- Bunk beds and shared dressers.
- Free Utilities, including laundry.
- Free Internet YMCA-Guest.

## Staff Events:

- Hiking, sports games, crafts, hot springs, gyms, seasonal adventures, and more!



# FACILITIES

## HR & RA Offices

The HR and RA offices facilitate staff activities, housing changes, helping staff, and welcoming new staff who arrive within business hours.

**HR Office Mon-Fri 9:00 AM - 5:00 PM**

RA's are on call after hours for emergencies only.



## Laundry

Located in two areas—in the front of Housekeeping and on the first floor of the Blue Ridge staff lodge. Note: Housekeeping laundry requires quarters, which will be given to you free of charge by the laundry attendant. Housekeeping also provides linen exchanges.

**Housekeeping 9:00 AM - 11:00 AM & 1:00 PM - 5:30 PM**

**Blue Ridge Lodge 24/7**



## The Commons

All seasonal staff can eat at The Commons. Staff must always wear their employee IDs in the Commons.

**Breakfast 6:30 AM - 9:00 AM**

**Lunch 11:00 AM - 1:00 PM**

**Dinner 5:00 PM - 7:30 PM**



## Mail Room

Located next to HR by the vending machine. Please label your packages with the following information:

“Your First and Last Name”

1101 County Road 53

Granby, CO 80446

PO Box 2270

**Hours: Mon-Fri 3:00 PM - 5:00 PM & 6:00 PM - 7:00 PM**



# ACTIVITIES

## Kiva Recreation Center

Roller skating, basketball, volleyball, ping-pong, foosball, billiards, pickleball. etc.

**Questions? Call the main SMR number, extension 7576**

**DAILY 9:00 AM - 9:00 PM**



## Climbing Wall

Located in the Kiva. Must be 40lbs+ (18kg) to participate. \$12/person. 1-hour session.

**Questions? Call the main SMR number, extension 4153**

**Reservation required.**



## Craft Shop

Try ceramics, leather crafts, wood burning, and more. Prices vary.

**Questions? Call the main SMR number, extension 4007**

**DAILY 9:00 AM - 5:00 PM**



## Library

Grab a good book, board game, or a puzzle, and get cozy.

**Questions? Call the main SMR number, extension 4143**

**\*\*Schedule can vary. Call the library to double-check availability**



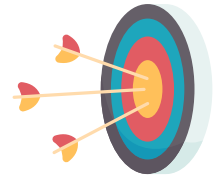
# ACTIVITIES

## Archery

Ages 5+ \$12/person. One-hour session.

**Questions? Call the main SMR number, extension 4135**

**Reservation required**



## Disc Golf

Enjoy 18 holes of disc-flipping fun, with a scenic walk as a bonus!

Feel free to bring your own discs or discs can be rented at the Program Building.

**Questions? Call the main SMR number, extension 4135**

**DAILY 24/7**



## Horseback Riding

Explore the natural beauty of your spectacular surroundings with horseback riding at Snow Mountain Ranch! Rocky Mountain Stables is a third-party horseback riding company.

**Questions? Call 817-239-8830**

**Reservation required**

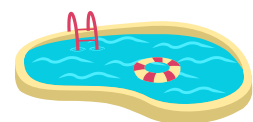


## Swimming Pool

Lap swimming and slides are available at our pool. There May be a max of 20 guests at times. Will close for lightning

**\*\*Schedule can vary.**

**Call the swimming pool to double check availability**



# SUMMER ACTIVITIES

## Mini Golf

Enjoy our free outdoor mini golf course! Balls and putters are provided at the course.

**Questions? Call the main SMR number, extension 4135**

**DAILY 24/7**



## Bike and Fish Shop

Check out our shop in the Programs Building, where we can help you rent a bike or pole. Fly fishing equipment is also available for purchase or rent!

**Questions? Call the main SMR number, extension 4135**

**DAILY 9:00 AM - 5:00 PM**



## Aerial Challenge Course

Traverse from tree to tree, well above the forest floor, on our Aerial Challenge Course!

**Questions? Call the main SMR number, extension 4135**

**Reservation required**



## Summer Tubing Hill

Head for the hills and have a whole lot of fun! Ages 3+. Sessions are 45 minutes.

**Questions? Call the main SMR number, extension 4135**

**Reservation required**



# WINTER ACTIVITIES

## Dog Sledding

We've partnered with Redemption Dog Sled Tours to offer "unforgettable dog sled tours amidst pristine winter landscapes, creating memories that last a lifetime."

For more information and to book your dog sledding tour, visit [redemptionsledtours.com](http://redemptionsledtours.com)



## Ice Skating

Put on some skates and glide across the rink for ice skating. Free ice-skate rentals are available at the Winter Pavilion.

Questions? Call the main SMR number, extension 4173  
DAILY 9:00 AM - 5:00 PM



## Nordic Skiing & Snowshoeing

The world-class Nordic Center at Snow Mountain Ranch offers miles upon miles of trails for all ability levels and ages.

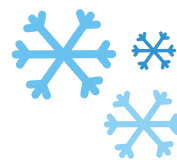
Questions? Call the main SMR number, extension 4173  
DAILY 9:00 AM - 5:00 PM



## Winter Tubing

Feel the rush of the wind on your face as you zoom down the Snow Mountain Ranch tubing hill!

Questions? Call the main SMR number, extension 4173  
DAILY 9:00 AM - 5:00 PM



# STAFF ACTIVITIES, AWARDS & GROUP CHATS

## Free staff events and the staff Calendar

Use the QR code to go directly to a link containing the Staff Activity Calendar and SMR SignUp Genius account.



## Grand Pass Information

Learn about everything the Grandpasses do, from Skiing, Rodeos, Golfing, and more!



## Slack SMR Staff Group Chat

Use this link to join the Slack group chat. Once in this group, you can talk to fellow staff, request rides, get calendar updates, hear announcements, and more!



## Core Awards - Award your friends!

Use this QR code to award any of your friends or co-workers to earn rewards!



## Pro Deal Information

What is a Pro Deal? Brands in the Outdoor Industry will give you a 20-50% discount to wear their brands.



# STAFF BENEFITS



## Enjoy all YMCA Membership Benefits and More!

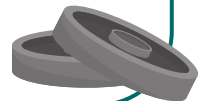
### On-campus benefits

- 20% Discounts at the Gift Shop, Buckboard Grill, Winter Sports, and the Nordic Ski shop
- \$25 Special Rate for Lodge Nights in the Guest Lodges at SMR or Estes Park. For every 30 days served, you earn a 1-night discount lodging. (Must be reserved through Paycom)
- Discounted Gear Rentals. (Snow Shoes, Skis, Bikes, and more!)



### Off-campus benefits

- Shared Communal Passes for free golfing, rodeo, tubing, downhill skiing, etc. (Some activities require reservations in advance.)
- Gym Access YMCA SMR employees can access the Mountain Beast Gym in Granby. At the gym, find the sign-in sheet labeled for YMCA employees. Additional \$45 per month for MMA Classes.



**Access to a Full YMCA Membership for both Estes and Snow Mountain Ranch!**



# TRANSPORTATION



## The Lift

Travel easily through Winter Park, Fraser, and Granby with The Lift—your free and convenient transportation option!

Whether you're headed to Winter Park Resort for skiing, snowboarding, mountain biking, hiking, mini-golf, or other adventures, The Lift has you covered.

Download the app or visit [theliftwp.com](http://theliftwp.com) to check the schedule.

Pickup Location: At the YMCA by the main road.

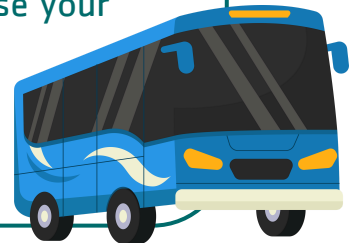
## The Bustang

Travel to Denver with The Bustang for only \$11 when leaving from Winter Park.

Download the app or visit [ridebustang.com/outrider](http://ridebustang.com/outrider) to purchase your ticket.

The Bustang leaves Winter park once daily at 10:20AM

Drop Off Location: Cooper Creek Winter Park - Union Station



## Amtrak

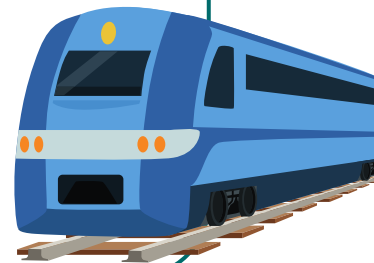
Travel the Country by Train — Discover The Joys Of Train Travel!

Travel to Denver or Explore the United States with Amtrak travel to over 500+ Destinations. Price ranges.

Download the app or visit [Amtrak.com](http://Amtrak.com) to check the schedule.

The Amtrak leaves Fraser-Winter Park once daily at 3:20PM

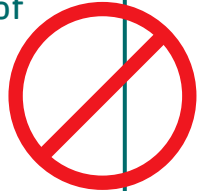
Pickup Location: Fraser-Winterpark



# STAFF HOUSING

## Housing Rules

- Smoking in your room or any building is absolutely prohibited. Smoking (Nicotine) is only allowed outside of staff housing—at least 15 feet from the building in designated smoking areas. Suspicion of drug use will result in a mandatory drug test.
- Bunk beds cannot be deconstructed.
- Furniture / HR property can NOT be moved out of common areas.
- Items from your room cannot be moved / left in other housing areas.
- Added furniture must be approved by the Resident Life Manager.
- Zero tolerance for drug use and alcohol use on YMCA property. (The YMCA of the Rockies conducts breathalyzer tests and drug test as needed)

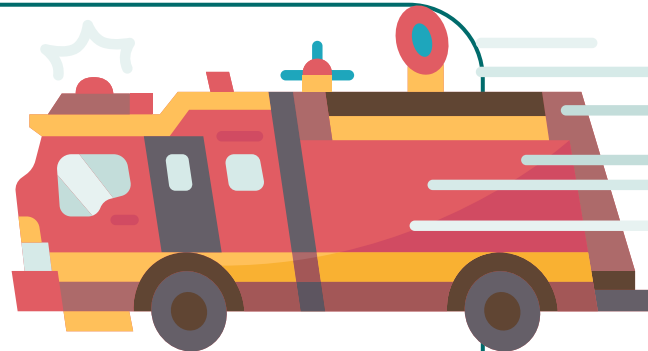


**Room changes must be approved by the Resident Life Manager**

**Failure to follow our housing rules will result in disciplinary action**

## Items not allowed in staff housing

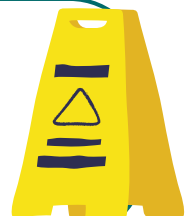
- Drugs
- Alcohol
- Firearms or large knives
- Electric Skillets/Hot plates, Microwaves etc
- Open flames (candles, incense, etc)
- Smoking, including e-cigarettes/vapes
- Stickers or other adhesives stuck on walls, bedframes, etc



## Maintenance Work Requests

Non-emergency? Call the main SMR number, extension 1100

Otherwise, please call the main SMR number 970-887-2152



# STAFF HOUSING

## Quiet Hours

Quiet hours are enforced 11:00 PM - 7:00 AM every day

Courtesy hours are enforced 24/7 (This means that staff may ask other staff to keep the noise level down if they are bothered by excessive noise.)

- Only staff assigned to a room may be in that room during quiet hours; no guests are allowed in staff housing during this time.
- Don't let doors slam, walk quietly in halls, keep voices quiet, use headphones for music & laptops, etc.



## Cleaning

Cleaning is everyone's responsibility!

- Clean up after yourself in common areas & the kitchen.
- Wipe down the shower area & clear the drain once you are finished using the facilities.
- Keep your personal room clean & tidy (review housing expectations)



## Lockouts

Call the RA phone from 8:30 am-11:00 pm (970) 531-1930

After hours, call the front desk & they will radio security: (970) 887-2152 + press 0

Note: The first lockout is free. Anything after that will result in a \$5 lockout fee and a \$10 fee for a lost key.

The price will increase by \$5 with each repeated offense.



# PAYCOM ASK HERE

## Paycom

Paycom is for all information regarding benefits, payroll, requesting time off, room change requests, maintenance requests, and more!



## Time Management

Time Management is for fixing hours and missed punches. You'll also be able to see your schedule.



## Time-Off Request

Time-Off Requests are used to schedule days off, check how much sick time you have, and more!



## Ask Here

the Ask Here section is the most important thing on paycom.

Using the Ask Here, you can:

- Fix any problems with your Payroll
- Check your Benefits
- Submit Room Change Requests
- Maintenance Requests
- Use your \$25 rate Lodge Nights
- And more



# CONTACTS

## RA Email

smrra@ymcarockies.org

## RA On-Call Phone

(970) 531-1930

## RA Office Extension

4196

## Resident Life Manager Email

Jcolley@ymcarockies.org

## Resident Life Manager Extension

4013

## YMCA SMR Main Phone Number

(970) 887-2152

## Chaplain Phone Number

(512) 809-5437



**Refer a friend,  
Get \$50**

**Earn \$50 for referring a friend to work at YMCA of the Rockies  
Referral must be hired and successfully complete 30 days of  
employment**