

2011 COUNCIL CAMP STAFF APPLICATION

Print Full Name _____

Email _____

Phone _____ Alternate phone _____

Mailing address _____

City, State, Zip code _____

The Boy Scouts of America and state of California have age requirements connected to certain positions. Please indicate your age as of June 18, 2011.

☐ 14-15☐ 16-17☐ 18-20☐ 21-24☐ 25 or older

PARENT OR GUARDIAN Please complete this section if applicant is under age of 18. If two separate parties legally share custody, both parties must be listed below and give their consent.

Parent/Guardian #1 _____ #2 _____

Relationship to applicant _____

Mailing address _____

City, State, Zip code _____

Best phone number _____

Email _____

☐ I am a registered member/volunteer with the Boy Scouts of America or Learning for Life in the following program:

☐ Boy Scouts ☐ Varsity ☐ Venturing ☐ Post ☐ Other _____

Unit number _____ Council _____

Unit leader name _____ Phone _____

☐ I am **not** a registered member/volunteer with the Boy Scouts of America but am able and willing to register if selected.

SCOUTING and CAMP EXPERIENCE

Present leadership position _____ Highest award/rank achieved _____

Leadership positions held _____

Other achievements in Scouting _____

Have you ever participated in a Boy Scout Resident/Summer Camp? ☐ No ☐ Yes Which one? _____Have you ever participated in a BSA High Adventure Base program? ☐ No ☐ Yes Which one? _____

Have you ever been a camp staff member at a camp? Please check those that apply and list the name of the camp, organization that operated the camp, the camp director, and the camp director's phone or email.

☐ Day Camp or Twilight Camp _____

Your position _____	Name of camp _____	Your duties _____	Organization _____
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☐ Resident Camp _____

Your position _____	Name of camp _____	Your duties _____	Organization _____
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☐ Other type of camp _____

Your position _____	Name of camp _____	Your duties _____	Organization _____
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Please list other camp experience _____

EDUCATIONAL BACKGROUND

I am currently in: ☐ Middle School ☐ High School ☐ College ☐ Graduate or post-graduate school ☐ Other

Middle School _____ City _____ Graduation date _____

High School _____ City _____ Graduation date _____

College or post high school training _____

City _____ State _____ Graduation date _____

Major/Minor _____ Degree _____

Other education _____

Employment History (please list your last two employers)

1) Employer (organization, company, etc.) _____

Supervisor _____ Phone _____

Email _____ Dates Employed _____

Your duties _____ Your Job Title _____

2) Employer (organization, company, etc.) _____

Supervisor _____ Phone _____

Email _____ Dates Employed _____

Your duties _____ Your Job Title _____

SPECIALIZED TRAINING (list date certificate issued or training completed)

NYLT (previously known as Brownsea) _____ BSA Youth Protection _____

Venturing or Explorer Leadership Training _____ First Aid (community, adult, standard) _____

CPR (cardiopulmonary resuscitation) _____ Drivers License _____

American Red Cross Water Safety Instructor's Certificate: _____ Expiration date _____

Advanced medical training (EMT or other): Type _____ Expiration date _____

BSA National Camping School: Section/s _____ Expiration date _____

Location of NCS _____ Have you instructed at NCS _____

List any languages you speak in addition to English: _____

List any other trainings or certifications: _____

COMMUNITY INVOLVEMENT and MEMBERSHIPS

Please list other organizations to which you have been /are a member and which years.

Describe any other leadership or community experiences.

Please describe any other experience working with youth that you have not already included.

REFERENCES

If you have previous camp staff experience or scouting experience, at least one of your references should be from that camp or unit.

Name _____	Relationship to applicant _____
Address: _____	City _____ State _____ Zip _____
Telephone _____	Email _____
Name _____	Relationship to applicant _____
Address: _____	City _____ State _____ Zip _____
Telephone _____	Email _____
Name _____	Relationship to applicant _____
Address: _____	City _____ State _____ Zip _____
Telephone _____	Email _____

Why do you want to work on a camp staff with the Redwood Empire Council? _____

STAFF UNIFORM ORDER

Choose from small, medium, large, XL, 2XL, 3XL, or write in another size preferred and circle if men's or women's fit.

T-shirt size _____ M W Polo shirt size _____ M W Jacket size _____ Men's sizes only

Please mark the camps for which you are applying:

Council Operated Camps:

___ Cub Resident Camp (MN) ___ Webelos Weekend (Noyo) ___ Cub Family Camps (MN) ___ Boy Scout Resident Camp (Noyo)

District Operated Camps:

___ Crescent City (day) ___ Eureka (day) ___ Windsor (twilight) ___ Santa Rosa (twilight)
 ___ Sonoma (twilight) ___ Penngrove (twilight) ___ Other: _____

POSITION(S) APPLYING FOR: (See Page 4):

First Choice: _____ Third Choice: _____

Second Choice: _____ Fourth Choice: _____

My signature below indicates that all information provided is accurate and true to the best of my knowledge.

Signature of Applicant: _____ Date: _____

If applicant is under 18:

Signature of Parent/Guardian #1 _____ Date: _____

Signature of Parent/Guardian #2 _____ Date: _____

Please send completed application to:

REC BSA Camp Staff, 1000 Apollo Way, Suite 106, Santa Rosa, CA 95407 or Fax to 707-546-8163.
 or email to daning@bsamail.org. (Please call to confirm your fax has been received at 707-546-8163.)

Watch your email for an interview time after your application is received.

**Mark your
calendar!**

Pre-scheduled Staff Interview Days

Saturday, Jan. 8, 2011, at the Santa Rosa Scout Shop & Sunday, Jan. 9, 2011, at the Eureka Scout Shop

Returning Staff: Saturday, Dec. 18, 2010, at the Santa Rosa Scout Shop

EMPLOYMENT INFORMATION

Applicants are considered for positions without regard to race, color, religion, sex, national origin, age (if over 18), marital status, veteran status or the presence of a health problem or disability that is unrelated to your ability to perform the jobs requested.

- ❖ The minimum age accepted for employment is 16. Boy Scouts of America and/or California state law require minimum ages of 18, 21, or 25, as indicated on the list at the bottom of this page, for some positions.
 - ❖ Counselors-in-Training (CIT) is a program for 14 & 15 year olds who work a full session (two weeks in some cases) to gain experience for possible employment in related positions in future seasons. CIT's are not paid a salary but are provided room and board for as long as their assistance is invited.
 - ❖ Although we anticipate a full summer camp, staff members may be subject to a one or more session layoffs without pay, early termination, or be asked to extend their employment, based on the attendance and need of the camp.
 - ❖ All staff members must be registered with the Redwood Empire Council, Boy Scouts of America prior to employment.
 - ❖ The standards of the Scout Oath and Law must be adhered to and will be the guiding rule of behavior while in camp.
 - ❖ The staff must set an example of excellence in Scouting which includes wearing complete field uniform, proper use of equipment, positive inter-personal interactions, and participating in campwide activities and campfires to exhibit "Scout Spirit".
 - ❖ Salary is based on position responsibility with consideration given to the individual's minor status and experience.
 - ❖ Review the list of jobs in the various departments, indicating your preference on the application. A brief resume of your experience regarding each of your choices is recommended.
 - ❖ There is NO guarantee that you will be selected for your first choice of position or that your position will not change before or during your agreed upon employment.
- The Immigration Reform and Control Act (November 6, 1986) requires all employers to verify that each applicant is legally eligible to work in the United States. You will be asked to sign a declaration (Form I-9, "Employment Eligibility Verification") stating that you are legally authorized to work in the United States including providing proper documentation and identification. Failing to submit the I-9 or W-4 documents prior to the first day of your employment could cancel your employment or cause a delay in pay. **(Work permits are required for staff members under, Obtain an application from your school, send it to the Council Service Center for completion after you are hired, The Redwood Empire Council will complete the form and return it to you, take it back to your school where the actual permit is issued. Submit the actual permit with staff paperwork.**

CAMP STAFF JOB DESCRIPTION

For all positions, the primary job of camp staff members is to set an excellent example of Scouting in and outside of camp, working and on off-time.. Treat yourself, other staff, campers, and Scout Leaders, parents, and the general public according to the Scout Oath and Law. Read and understand the staff handbook and conduct yourself in accordingly. Sometimes, the camp's needs change which requires some staff or positions to be changed. Be prepared to assist camp wherever you are needed. Below is a full list of positions. Some camps and some years do not require all of the positions listed. Please study these and write your top choices in the lines provided on page 3 of the staff application. The selections will be discussed at the interview.

Management Team

Camp Director *** ¥ +
 Assist. Camp Director ** +
 Program Director ** ¥ +
 Business Manager ** +

Food Service

Head Cook ** + ¥
 Assist Cook*
 Prep Cook *
 Scullery Officer
 Dining Hall Steward +

Trading Post

Trading Post Manager * +
 Trading Post Assist.

Program

Head Camp Commissioner ** +
 Camp Commissioner*
 Ecology Director * ¥ +
 Ecology Asst.
 Shooting Sports Director ** ¥ +
 Range Officer ** +
 Archery Officer * +
 Shooting Sports Asst. +
 Outdoor Skills Director * +
 Eagle Claw Director * +
 Outdoor Skills Asst.
 Eagle Claw Asst.
 Handicrafts Director * +
 Handicrafts Asst.

Program (cont')

Aquatics Director ** ¥ +
 Assist Aquatics Director * +
 Aquatics Instructor/Lifeguard ! +
 High Adventure Director * +
 High Adventure Asst.
 Climbing Director ** ¥ +
 Climbing Instructor * +

Support

Chaplin **
 Health Officer ** + ¥
 Maintenance
 Provisional Scoutmaster
 Asst. Provisional Scoutmaster

Counselor in Training (CIT) Age 14 & 15: This is a program to familiarize a scout with camp staff life, skills, and responsibilities. It is a volunteer staff position with room and board provided free for the duration of the contract.

* = minimum age 18 years; ** = minimum age 21 years; *** = minimum age 25 years;

¥ = requires national camp school certification or other specialized training; + = current CPR training card required

STAFF INFORMATION

Keep this page for the applicant's reference.

Interviews

Interviews will be scheduled as applications are received. Interviews will be conducted by telephone or in-person depending on the position.

Priority will be given to those who are interviewed before February 28, 2011.

Interview Days

Saturday, January 8, 2011 from 9am-2pm at the Santa Rosa Scout Office

Sunday, January 9, 2011, from noon-4pm at the Eureka Scout Office

Saturday, December 18, 2011, from 9am-noon at the Santa Rosa Scout Shop

Come ready to teach a skill, song, game, or anything! You will get to experience parts of the staff member's job and show us what you already know about camp. Training will be required before camp and those dates and times will also be shared that day. Wear your field uniform, if you are a Scout, or ordinary interview attire if you are not a Scout.

Parent Meeting and Staff Training Day

There will be a Pre-camp Staff Training and Parent Meeting on a Saturday between March and May. Day and time will be announced with the details by February 28, 2011. This meeting/training is required for all staff –new and returning- unless excused by the camp director and is **strongly recommended** for all parents of new minor staff or prospective minor staff for another year. At this meeting, we will review the staff handbook, turn in staff forms that require parent signature, meet the Camp Directors and Program Directors with whom your scout will be working this summer. This is a great opportunity to find out more about what being a camp staff member requires and to help you and your Scout decide if this is the right experience for him/her at this time.

CPR Training

CPR training is required for some staff positions and recommended for all staff. Valid CPR training cards will be recognized from any agency. We will need you to provide the original and valid training card at or before this meeting if the training is required for the position. We will be offering CPR training before camp. Dates, times, and costs will be provided to you after your acceptance for employment. There will be locations in the Northern as well as the Southern areas of the Council territory.

Uniform

Each camp has its own uniform so please refer to the staff handbook to know which uniforms the staff member will need. Some specialty positions will require an alternate uniform which you will be notified of once hired. Please note that all clothing worn during your camp duties must be the official BSA issue or sanctioned by the camp director. Other clothing worn during work parties or leisure wear must be BSA appropriate (i.e. shirt and shorts minimum, no short shorts or crop tops, no alcohol or tobacco labels or profane language or messages) and approved by the Camp Director. All staff should provide a hat and water bottle for their personal safety.

All Camps:

- A staff shirt will be provided. This shirt will be the official uniform that will be worn with Scout shorts at the discretion of the Camp Director.
- An official BSA Field Uniform shirt is required for flag ceremonies and evening meals. Close-toed shoes with socks are required at all times except when on the waterfront. Water shoes are suggested for Aquatics staff.
- An official camp staff jacket will be offered to you for purchase (approximately \$45). This must be ordered by the date that will be listed on the order form, along with other "staff extras". When jackets are allowed to be worn, only an officially issued REC BSA staff jacket or other plain black jacket will be allowed.

CIT's will wear the official field uniform of the BSA program in which they are registered. (For example, boys registered in a troop would wear the tan and green uniform and youth registered in the Venturing program would wear the green and gray uniform.

CONTACT INFORMATION

Camp Directors: Email the camp director for information about a specific camp. The contact information will be provided to you upon your employment.

Cub Scout and Family Camps:

Director, Dave Smilie, ashrkfn@gmail.com

Program Director, Mike Millerick, mmillerick@berkeley.edu

Boy Scout Resident Camp Noyo:

Director, Rick Marson, Rmrick@korbel.com

Program Director, Scott Patterson, tspatterson1@gmail.com

Webelos Weekend at Noyo:

Director, Paul Curren, PaulC@pavengr.com

Program Director, Kit Groves

BSA Council Camping Staff Advisor: Danielle Ing, daning@bsamail.org or (707) 546-8137, located at the Redwood Empire Council, BSA Scout Office, 1000 Apollo Way, Suite 106, Santa Rosa, CA 95407.