



CAMP SHENANDOAH

SUMMER CAMP STAFF APPLICATION

2018 CAMPING SEASON



Senior Staff (Over 18) employment contracts run from June 6 to August 1, 2018

Junior Staff and Counselor in Training (15-17) employment contracts run from June 10 to August 1, 2018

- The Stonewall Jackson Area Council, Boy Scouts of America, is an equal opportunity employer and does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical disability, military status or unfavorable discharge from military service
- In accordance with Boy Scouts of America membership qualifications and requirements, by submitting this application I hereby subscribe to the Scout Oath, Law and the BSA's declaration of religious principle. I agree to abide by the Charter, Bylaws and Rules and Regulations of the Boy Scouts of America
- The minimum age requirement for employment is 16 years old, except for the Counselor in Training Program, which provides opportunities for 15 year old's. Applicants who are not at least 15 years of age on June 11th 2018 will not be considered. Age requirements for specific positions are listed on pages three and four
- All camp staff members will be registered as members of the Stonewall Jackson Area Council, Boy Scouts of America
- New employees will be required to provide proof of identity and right to employment before beginning work
- All staff must submit Parts A, B and C of the BSA Medical Form to the Camp Health Officer upon arrival at Camp, a copy of which can be downloaded from www.campshenandoah.org
- Before submitting your application, visit www.campshenandoah.org to review the Staff Guide and familiarize yourself with the duties and responsibilities of a Summer Camp Staff member and the content taught in each program area
- Submit your application early. Senior Staff hiring will begin in September 2017 and Junior Staff hiring will begin in January 2018 with the goal of having the entire staff hired by the end of March 2018
- E-mail this application to Director@CampShenandoah.org or mail it to 801 Hopeman Pky Waynesboro, VA 22980. Interviews will be scheduled by our Camp Director as applications are received. After your interview, you will be notified via e-mail when a decision regarding your employment is made

PERSONAL INFORMATION

Name: _____ T-Shirt Size _____ Age on June 11th: _____
First Middle Last

Mailing Address: _____

E-mail Address: _____ Best Contact Phone #: _____

Highest Level of Education: _____ Major/Degree/Certificate: _____

EMPLOYMENT RECORD

Have you ever been discharged or asked to resign from any job? _____

If yes, why? _____

PRESENT OR MOST RECENT EMPLOYER:

Tenure of Employment: _____

Name of Employer: _____ May we contact your employer? Y / N

Job Title: _____ Supervisor's Name & Phone #: _____

Description of duties (indicate significant responsibilities, accomplishments and contributions):

Reason for leaving: _____

OTHER INFORMATION

Have you ever been convicted of a felony? Y / N Misdemeanor? Y / N If yes, explain: _____

Describe your hobbies and special interests: _____

Describe any military service/experience: _____

TRAINING & CERTIFICATIONS

Type of Course/Certification	Certificate #	State	Expiration Date
Medical	_____	_____	_____
First Aid	_____	_____	_____
CPR	_____	_____	_____
Aquatics	_____	_____	_____

BSA National Camp School: Section: _____ Date attended: _____

Other (NYLT, NLS, NRA, CDL, etc.): _____

SCOUTING EXPERIENCE

None: _____ Scouting Experience is NOT a requirement for employment.

Currently registered as: _____ Unit #: _____ Council: _____
(Position)

	# Years	Highest Rank Attained	Positions/Offices Held
Boy Scout	_____	_____	_____
Girl Scout	_____	_____	_____
Venturer	_____	_____	_____
Adult Leader	_____	_____	_____

Have you ever served on a summer camp staff (Including as a Counselor in Training)?

Camp	Dates	Position(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe your Scouting activities and leadership experiences: _____

REFERENCES

List at least three (3) references who can expect to be contacted (name, e-mail address, and phone number).

Current Scouts and Venturers MUST list their current Scout Leader as a reference.

Scouting: _____

School: _____

Employer: _____

Other: _____

Applicants are subject to background investigations, including criminal background checks.

In compliance with federal law, all persons hired will be required to verify their identity and eligibility to work in the United States and to complete the required Employment Eligibility Verification Document form upon hire.

SENIOR STAFF POSITIONS (Over 18)

Number your preferences: 1, 2, 3, 4 Note minimum age requirements in "()" for each position.

- _____ **Camp Director (21):** *Must attend National Camp School.* Hires the staff and oversees the planning and on site operation of the entire camp, including administration, program, and facilities.
- _____ **Business Manager (21):** Maintains the camp's bookkeeping and accounting records, conducts the financial transactions of the camp, including the purchasing of materials and fulfillment of requisitions, and directly oversees the directors and operations of the Trading Post and Food Services. A MBA, MBA candidate status, or Bachelor's Degree in a related field is preferred.
- _____ **Program Director (21):** *Must attend National Camp School.* Oversees all program staff and coordinates all camp program activities and schedules. Prior camp experience is preferred.
- _____ **Aquatics Director (21):** *Must attend National Camp School and hold a current Lifeguard certification.* Oversees all Aquatics program staff and operations of the Aquatics area, including merit badge instruction and daily activities.
- _____ **Food Services Director OR Asst. Director (21):** Oversees the camp food service operation, including the ordering and preparing of all meals, supervision of the kitchen staff, and the operation the kitchen and dining facilities in accordance with all laws and regulations. Certification as a food service professional is strongly preferred.
- _____ **Chaplain (21):** *Must be recognized as a qualified clergyman or seminarian by a church body.* Leads interfaith chapel services and graces, counsels campers and staff as needed. Is responsible for the instruction of all Citizenship merit badges.
- _____ **Shooting Sports Director (21):** *Must attend National Camp School, must hold a current NRA Instructor certification.* Oversees all Shooting Sports operations, including the supervision of all rangemasters, and is responsible developing and implementing a safe and quality Shooting Sports program.
- _____ **Rifle Rangemaster (21):** *Must hold a current NRA Instructor certification,* may attend National Camp School. Oversees all operations of the Rifle range, including merit badge instruction and daily activities.
- _____ **Shotgun Rangemaster (21):** *Must hold a current NRA Instructor certification,* may attend National Camp School. Oversees all operations of the Shotgun range, including merit badge instruction and daily activities.
- _____ **Asst. Aquatics Director (18):** *Must hold a current Lifeguard certification,* may attend National Camp School. Assists the Aquatics Director in overseeing all Aquatics program staff and operations of the Aquatics area, including merit badge instruction and daily activities.
- _____ **Archery Rangemaster (18):** May attend National Camp School. Oversees all operations of the Archery range, including merit badge instruction and daily activities. Prior experience is preferred.
- _____ **Camp Commissioner OR Commissioner Staff (18):** *Camp Commissioner must attend National Camp School,* Commissioner Staff does not. BSA and camp background is preferred. The Commissioner Staff is primary customer service agent on camp. They maintain daily contact with units by delivering coffee to the campsites before breakfast, conducting campsite inspections, and solving problems as needed to increase customer satisfaction. They also plan and conduct Adult Leader training.
- _____ **Dining Hall Steward (18):** Responsible for Dining Hall operations including cleanliness, serving of meals, clean up following meals, and working with unit Table Waiters to provide an outstanding dining experience.
- _____ **Handicraft Director (18):** BSA and summer camp background preferred. Oversees all Handicraft program staff and operations of the Handicraft area, including merit badge instruction and daily activities.
- _____ **Camp Health Officer (18):** *Must hold a current EMT certification or higher.* Maintains medical records, handles all camp injuries and illnesses, and is responsible for medication distribution when necessary.
- _____ **Nature Director (18):** *Must attend National Camp School OR have at least 2 years of college with a major in a related field.* Oversees all Nature program staff and operations of the Nature area, including merit badge instruction and daily activities.
- _____ **Scoutcraft Director (18):** *Must have a BSA background in Outdoor Skills,* may attend National Camp School. Oversees all Scoutcraft program staff and operations of Scoutcraft area, including merit badge instruction and daily activities.
- _____ **STEM Director (18):** *Must have 2 years of college with a major in a related field OR relevant BSA experience.* Oversees all STEM program area staff and operations of the STEM area, including merit badge instruction and daily activities.
- _____ **Timber Mountain Director (18):** *Must have a BSA background in Outdoor Skills,* may attend National Camp School. Oversees all Timber Mountain (First Year Camper) program area staff and operations of the Timber Mountain area, including all First-Year Camper skills instruction, merit badge instruction, and daily activities.
- _____ **Skilled Trades & Manufacturing Director (18):** Should have knowledge of and skill sets in a skilled trade(s) or manufacturing vocation(s) and a working knowledge of other skilled trades. Oversees all Skilled Trades & Manufacturing program area staff and operations of the Skilled Trades & Manufacturing area, including merit badge instruction and daily activities.
- _____ **Trading Post Director (18):** Oversees all Trading Post Staff. Manages all ordering, inventories, retail sales, and snack food services of the Trading Post. Experience in retail or two years of college with a major in a related field is preferred.
- _____ **Quartermaster/Ranger's Assistant (18):** Issues camp equipment and assists the Camp Ranger with camp maintenance and facilities management.

JUNIOR STAFF POSITIONS (Under 18)

Number your preferences: 1, 2, 3, 4 Note minimum age requirements in "()" for each

Merit Badge Instructor (16): Instructs Scouts in requirements for all merit badges associated with their program area and assists with the implementation of a safe and quality Camp program.

Circle your preferred area(s): Handicraft, Nature, Scoutcraft, Shooting Sports, Skilled Trades & Manufacturing, STEM, Timber Mountain (1st year camper program)

Aquatics Merit Badge Instructor (16): *Must hold current BSA or American Red Cross lifeguard and First Aid/CPR for the Health Care Professional certifications (or equivalent) by June 1st 2018. The Camp can assist in providing the opportunity to take these courses if needed.* Instructs Scouts in requirements for all aquatics merit badges and assists with the implementation of a safe and quality Camp program.

Office Clerk (16): Works with the camp administration to fulfill all the paperwork needs of the summer camp, including learning and working within our online registration system, and serves as a customer service agent for all unit leader needs.

Kitchen Staff (16): Assists the Food Service Director with food preparation and all kitchen/Dining Hall operations.

Trading Post Staff (16): Assists with trading post sales, restocking, and maintains the general cleanliness of the Trading Post.

15 year old's may be hired for any Junior Staff position at the discretion of the Camp Director

COUNSELOR IN TRAINING POSITON (Age 15 only)

Counselor in Training (CIT): Attends staff training week and then works at least two weeks, for total base commitment of three weeks, as a member of the program staff in various areas per the needs of the camp and their own interests. Depending on performance and the needs of the Camp, the Camp Director may offer to extend this contract and allow a CIT to work for additional weeks. CITs learn the skills necessary to instruct merit badges and will become versed in other aspects of being a successful member of the Camp Staff. This position is an opportunity to gain experience and knowledge in preparation for the opportunity to be hired as a compensated staff member in the future.

I attest with my signature below that I have given the Stonewall Jackson Area Council, Boy Scouts of America, true and complete information on this application. No requested information has been concealed. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the results of any investigation may be disclosed to other employees involved in the hiring process and I consent to the dissemination of the results of any investigation to such employees. I authorize the Stonewall Jackson Area Council, Boy Scouts of America, to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Stonewall Jackson Area Council, Boy Scouts of America, to hire me. If I am hired, I understand that either the Stonewall Jackson Area Council or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative other than the Scout Executive has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I certify that the above information is correct to the best of my knowledge. (Misrepresentation is cause for termination.)

Applicant Signature: _____

Date: _____

If under 18:

Parent/Guardian Signature: _____

Date: _____

Mail Application to: Stonewall Jackson Area Council
801 Hopeman Parkway
Waynesboro, VA 22980

OR

Scan and E-mail Application to:
Director@CampShenandoah.org