



Shawnee Trails Council Boy Scouts of America Summer Camp Staff Application Information about Employment



Please read this section completely before proceeding.

- Located on Kentucky Lake, Camp Roy C. Manchester, has offered Scouts a broad range of programs for advancement, learning outdoor living skills, and fun since 1954. The camp enjoys six miles of shoreline which makes the camp a prime facility for aquatics—including sailing, water skiing, motor boating, swimming, canoeing, rowing, and fishing.
- Applicants are considered without regard to race, color, religion, sex, nation origin, age (if over 18 or 21, for certain positions), marital status, veteran status, or the presence of a disability not related to your ability to perform the job requested.
- The minimum age requirement is 15; however, Camp Manchester seeks to employ the most mature staff possible. A counselor in Training, CIT, must be age 14.
- Applicants must be registered members of the Boy Scouts of America or agree to become registered members upon employment. All Employees are expected to agree to the principles of the Scout Oath and Law.
- The staff is expected to set an example of excellence in Scouting, which includes the proper wearing of the uniform, and adhere to the Council's standards of personal appearance. Extreme hairstyles, unkempt facial hair, or inappropriate jewelry (in the opinion of the camp management) are not allowed.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs in the various departments, indicate three preferences, and **complete the entire application**. Applications with a variety of departmental choices have a better chance at placement than those with only one choice.
- Every applicant who is offered a job will be required to complete the Employment Eligibility Verification (I-9) form, as well as, the Employee Withholding Allowance Certificate (Federal W-4 and State K-4) forms.
- Return your application to the Council (at the address below) early. Opportunities for summer employment in key staff positions are best among those who apply prior to February 1st. However, applications will continue to be accepted after that time. You will be required to complete a minimum of one interview and will be notified when a decision is reached.

Shawnee Trails Council, BSA
Attn: Brad Steele
Camp Director
1172 Cross Rd.
Benton, KY 42025
Email: summercamp@shawneetrails.org

Applicant's Name: _____

2010 CAMP ROY C. MANCHESTER STAFF APPLICATION

PLEASE TYPE OR PRINT

Name _____

Last
First
Middle

Mailing Address _____

Street
City/State/Zip

Permanent Address
 (if different) _____

Street
City/State/Zip

Phone# _____

Present Area Code and Number
Permanent Area Code and Number

E-mail Address _____

Social security #
drivers license #
state
date of birth

 Name and phone number of person to contact in an emergency

Choice of Employment	Area	Position
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First Choice _____

Second Choice _____

Third Choice _____

Note: A brief resume of your experience regarding your choice is welcomed but not required.

ALL EMPLOYEES SHOULD BE AVAILABLE FROM May 30 - JULY 18, 2010.
 Exceptions must be requested during interviews.

STAFF POSITIONS

<u>Minimum Age</u>	18 Archery Range Officer	18 Quartermaster
21 Program Director *	18 Dining Hall Director	15 Trading Post Staff
21 Aquatics Director *	15 Aquatics Staff	21 Shooting Sports Director *
18 Health Officer (EMT)	15 Dining Hall Staff	21 COPE Director *
15 Food Service Staff	18 Camp Commissioner *	21 Rifle/Shotgun Officer
15 Nature Staff	18 Scout/Handicraft Director(*)	18 Nature Director(*)
15 Eaglebound Staff	18 Eaglebound Director(*)	15 Scoutcraft Staff
15 Handicraft Staff	20 Trading Post Manager	18 Aquatics Supervisor
18 COPE Instructor		

* National Camp School Certification Required.

(*) National Camp School Optional.

Applicant's Name: _____

Choices of Employment

Use this page to give us a better understanding of your interest and experience. **Check or highlight any job or skill you have earned or in which you have experience.** First time staff members should be aware that there are many jobs for which we receive a large number of applications. Indicating a variety of choices of employment may increase your chance for selection.

Aquatics

- Canoeing Merit Badge
- Small-Boat Sailing Merit Badge
- Lifesaving Merit Badge
- Motorboating Merit Badge
- Rowing Merit Badge
- Swimming Merit Badge
- Water Skiing Merit Badge
- BSA Lifeguard
- CPR Training _____(date)
- CPR Instructor _____(date)
- National Camp School Aquatics
- Red Cross Basic Rescue & Water Safety
- Red Cross Lifeguard
- Water Safety Instructor
- Large Boat Sailing Experience

COPE

- COPE Participation Year _____
- COPE Instructor
- Climbing Merit Badge
- Climbing Experience
- Other

Handicraft

- Basketry Merit Badge
- Art Merit Badge
- Indian Lore Merit Badge
- Leatherwork Merit Badge
- Wood Carving Merit Badge
- Metalwork Merit Badge
- Fingerprinting Merit Badge
- Pottery Merit Badge

Business

- Communications M B
- Office Experience
- Retail Experience

Shooting Sports

- Shotgun Merit Badge
- Archery Merit Badge
- Rifle Shooting Merit Badge
- National Camp School
- NRA Hunter Safety Course
- Shooting Sports
- Other

Food Service

Job and number of people served

Program

- Campfires
- Leading Games
- Music Merit Badge
- Song Leading
- Bugling

Medical

- Advanced First Aid
- CPR Training
- Medical Student
- Paramedic
- Nursing - ___ Student
- RN ___ LPN ___ EMT
- Other

Nature

- Environmental Science M B
- Mammals Merit Badge
- Nature Merit Badge
- Forestry Merit Badge
- Weather Merit Badge
- Astronomy Merit Badge
- Reptile Study Merit Badge
- Bird Study Merit Badge
- Soil and Water Conservation
- Fish and Wildlife M B
- Geology Merit Badge
- National Camp School
- W.T. Hornaday Award
- Fishing Merit Badge
- Bird Study

Eaglebound

- Scout Rank
- Patrol Leader
- Senior Patrol Leader
- Other

Scoutcraft

- Camping Merit Badge
- Cooking Merit Badge
- Emergency Preparedness
- First Aid Merit Badge
- Orienteering Merit Badge
- Pioneering Merit Badge
- Wilderness Survival M B
- Personal Fitness M B
- Athletics Merit Badge
- Backpacking Merit Badge
- Golf
- High Adventure Expedition
- National Camp School

BOY SCOUTS DECLARATION OF RELIGIOUS PRINCIPLE:

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing his obligation to God and, therefore, acknowledges the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward the religious training. It is policy that the organization or institution with which the member is connected shall give definite attention to his religious life. Only persons willing to agree with this declaration of principle and the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.

Do you agree with the declaration of principle? Yes _____ No _____

Scouting Experience

Past Staff Positions _____ Location _____ Years(s) _____

Currently Registered As _____ Unit # _____ Council/Organization _____

Youth Organization Experience or Position _____

Number Years Scouting Tenure Cub Scout _____ Boy Scout _____ Adult Scouter _____

Offices Held _____

Webelos _____ Den Chief _____ BSA Rank: _____ Other Achievements: _____

Order of the Arrow: O, B, V Lodge or Chapter office? _____

Have You Ever Served on a Camp Staff? _____ When/Where _____

Position(s) _____

Describe Leadership Experience _____

National Camp Certificate _____ Subject _____ Year _____

Current Certification and Dates (First Aid, CPR, EMT, Rifle, etc.) _____

Hobbies, skills, and special interests (music, story telling, song leading, etc.)

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COLLEGE/SCHOOL EXPERIENCE

Name of College/School _____ Grade Average _____

Grade Completed _____ Course or Major _____

Extracurricular Activities (list)

Leadership Positions (list)

Minimum salary requested (per week) for the camping season \$ _____ . Remember, you will also receive room and board, including 3 meals per day, as part of your compensation for employment.

You will be expected to reside in housing provided by Camp Roy C. Manchester as part of your employment. Most summer housing is in staff cabins. Housing for married couples is limited and a letter is required for the request. Family housing will not be available without a written request approved by Camp Management. Commuting is allowed for some staff positions. Commuting requests must also be made in writing to Camp Management. Management reserves the right to enter your quarters for inspection at its discretion.

Applicant's Name: _____

REFERENCES: Provide the Shawnee Trails Council the names and addresses of three persons (not relatives, i.e. adult member of unit, college official or current employer) who have knowledge of your character, experience and ability.

Adult member of unit, college official or current employer:

NAME ADDRESS/CITY/STATE/ZIP DAY PHONE NIGHT PHONE

Community Leader (youth leader, religious leader, civic leader, etc.):

NAME ADDRESS/CITY/STATE/ZIP DAY PHONE NIGHT PHONE

Teacher, Supervisor, or Associate:

NAME ADDRESS/CITY/STATE/ZIP DAY PHONE NIGHT PHONE

I hereby make application for employment, and in accordance with the principles of the organization, subscribe to the Scout Oath or Promise, Law, and Declaration of Religious Principle. I agree to be loyal to and cooperate fully with all the BSA policies, program and management, including those described in this application. I further agree to submit a complete Health and Medical Record upon my arrival, if selected. I understand that a personal interview may be required before employment will be granted.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision including, but not limited to, any investigation of statements made regarding any previous criminal record. I authorize all my previous employers, schools, and all other references to furnish the information requested. I hereby declare that information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge and denial of workers' compensation benefits.

Signature Parent's Signature(if under 18) Date

Approval of Unit Leader (if under 18) _____

Scoutmaster's/Leader's Phone # _____

Please Return Application To:

**Shawnee Trails Council, BSA
Attn: Brad Steele
Camp Director
1172 Cross Rd.
Benton, KY 42025
Email: summercamp@shawneetrails.org**

Applicant's Name: _____