



# 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 Camp Director (at the address below) early. Opportunities for summer employment in key staff positions are best among those who apply prior to February 1<sup>st</sup>. However, applications will continue to be accepted after that time. You will be required to complete at least 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: brsteele@bsamail.org**

Applicant's Name: \_\_\_\_\_

# 2012 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 |
|----------------------|------|----------|
|----------------------|------|----------|

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 JUNE 2 - JULY 29, 2012.**  
**Exceptions must be requested during interviews and listed below.**

***Please list any dates you will be unavailable between 6/2/2012 and 7/29/2012: \_\_\_\_\_***

**STAFF POSITIONS (minimum age requirement is listed beside the position)**

- |  |                                 |                                    |
|--|---------------------------------|------------------------------------|
| 21 Program Director *                          | 18 Dining Hall Director         | 15 Trading Post Staff              |
| 21 Aquatics Director *                         | 16 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                             | 18 Archery Range Officer        | 18 Quartermaster                   |
| * 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. If you feel qualified to teach a class on the Merit Badge place a "T" next to the topic.** 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 religious 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.)  
\_\_\_\_\_  
.

**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. 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**

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

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

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Teacher, Supervisor, or Associate:

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

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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: brsteele@bsamail.org**