



Westchester-Putnam Council  
 41 Saw Mill River Rd, Hawthorne, NY 10532  
 Phone: 914-773-1135 - fax: 914-773-1411  
[www.wpcbsa.org](http://www.wpcbsa.org)  
 email: [wpc.camping@scouting.org](mailto:wpc.camping@scouting.org)



**SALARIED AND VOLUNTEER INFORMATION**

***The Westchester-Putnam Council offers several unique employment opportunities at our camping facilities:***

Opportunities are available to outstanding applicants regardless of race, color, religion, sex, national origin, age (some restrictions), marital status, veteran status or the presence of a health problem or disability, unrelated to one's ability to perform the job requested.

**GENERAL REQUIREMENTS**

- **MINIMUM AGE:** Must be 15 on or before contract start date
- **NATIONAL CAMPING STANDARDS** require minimum ages of 16, 18 and/or 21 for certain Camp Staff positions.
- **REGISTRATION IN SCOUTING:** All staff members must be registered members of BSA or registered with BSA prior to working at camp. Registration can be secured at the time of hire.
- **STANDARD OF CHARACTER:** Staff members must meet necessary standards of ability and moral conduct, as established by investigation of references. The Scout Oath and Law are the "living rules" of the camp community. The staff member is expected to live up to these ideals, with real concern for the positive development of young people.
- **UNIFORMS:** The staff is expected to set an example of excellence, which includes proper uniform wear.
- **SALARIES** are based on the position, responsibility, and qualifications.
- **CONTRACT LENGTH** will vary depending on position and needs of the Reservation. There is no guarantee that you will be hired for your first-position choice. Always put a second choice.
- **TRAINING:** All staff members must report in time for staff training and stay through the entire season.
- **INTERVIEWS:** For most Camp Staff applicants, interviews will be conducted during the months of February & March, but can begin as early as December, for both salaried and volunteer positions. Phone interviews will be conducted where distance is a problem.
- **As a condition of employment, applicants must have a medical examination, due to our office by June 1<sup>st</sup>.**

Applicants should fill complete this application form in detail, with references, and return it to the Council Service Center in Hawthorne, NY as soon as possible. Your application will be acknowledged with a request to set an interview date. Applicants should choose their first (and second choice) position carefully, based on qualifications listed on this form. You may also wish to attach a resume.

**SECTION I – PERSONAL INFORMATION – Please Type or write legibly**

Applicants are not required to give any information on this form that is prohibited by Federal, State, or Local Laws.

LEGAL NAME:		PREFERRED NAME:	
MAILING ADDRESS:			
CITY / STATE:		ZIP CODE:	
HOME PHONE #: ( )		CELL PHONE #: ( )	
AGE AS OF JUNE 22 (If under 21):		EMAIL: @	
DATE OF BIRTH: / /		DRIVER'S LICENSE # (if 21 or over): STATE:	

FOR CAMP DIRECTOR'S USE	
INTERVIEWED BY/DATE	
POSITION/S	
SALARY   BREAKDOWN (IF MULTIPLE)	
SPECIAL TERMS	
START DATE – END DATE * TIME OFF	
MUST ATTEND NATIONAL CAMP SCHOOL?	SECTION:

**SECTION II – WHY DO YOU WANT TO SERVE**

Please use the space below to describe in two paragraphs or less why you want to serve on camp staff and what contribution you feel you could make. Please print using black or blue ink or you can attach a typed sheet.

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**SECTION III – KNOWLEDGE**

Please place a check mark next to the areas that you have experience in:

- |   |  |                                       |  |  |
|---|--|---------------------------------------|--|--|
| <input type="checkbox"/> Campfire Program | <input type="checkbox"/> Camping               | <input type="checkbox"/> COPE         | <input type="checkbox"/> Bird Study      | <input type="checkbox"/> Basketry        |
| <input type="checkbox"/> Counseling       | <input type="checkbox"/> Hiking                | <input type="checkbox"/> Swimming     | <input type="checkbox"/> Mammal Study    | <input type="checkbox"/> Drawing         |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Orienteering          | <input type="checkbox"/> Lifesaving   | <input type="checkbox"/> Aquatic Biology | <input type="checkbox"/> Leatherwork     |
| <input type="checkbox"/> Training         | <input type="checkbox"/> Cycling               | <input type="checkbox"/> Rowing       | <input type="checkbox"/> Oceanography    | <input type="checkbox"/> Rocketry        |
| <input type="checkbox"/> Management       | <input type="checkbox"/> Pioneering            | <input type="checkbox"/> Canoeing     | <input type="checkbox"/> Insect Study    | <input type="checkbox"/> Rifle           |
| <input type="checkbox"/> Song Leading     | <input type="checkbox"/> Survival Skills       | <input type="checkbox"/> Snorkeling   | <input type="checkbox"/> Meteorology     | <input type="checkbox"/> Shotgun         |
| <input type="checkbox"/> Skits / Theater  | <input type="checkbox"/> First Aid             | <input type="checkbox"/> Sailing      | <input type="checkbox"/> Astronomy       | <input type="checkbox"/> Blackpowder     |
| <input type="checkbox"/> Story Telling    | <input type="checkbox"/> General Sports        | <input type="checkbox"/> Kayaking     | <input type="checkbox"/> Woodcarving     | <input type="checkbox"/> Bugling         |
| <input type="checkbox"/> Camp Wide Games  | <input type="checkbox"/> Cycling               | <input type="checkbox"/> Botany       | <input type="checkbox"/> Metalwork       | <input type="checkbox"/> Archery         |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Climbing / Rappelling | <input type="checkbox"/> Eco-system   | <input type="checkbox"/> Woodworking     | <input type="checkbox"/> Exploring       |
| <input type="checkbox"/> Backpacking      | <input type="checkbox"/> Fishing               | <input type="checkbox"/> Conservation | <input type="checkbox"/> Painting        | <input type="checkbox"/> Health & Safety |

**SECTION IV – EDUCATION / TRAINING HISTORY**

<b>EDUCATION</b> <i>(School names &amp; location)</i>				
HIGH SCHOOL:			Year of Graduation:	
COLLEGE:			Major:	
TECHNICAL/VOCATIONAL:				
			Course # / Type	Expires
National Youth (NYLT)	• Yes	• No	_____	_____
Adult Leader Training	• Yes	• No	_____	_____
National Camp School	• Yes	• No	_____	_____
Wood Badge	• Yes	• No	_____	_____
			Course # / Type	Expires
CPR	• Yes	• No	_____	_____
First Aid	• Yes	• No	_____	_____
Lifeguard (WSI, BSA)	• Yes	• No	_____	_____
RTE / EMT / Nurse	• Yes	• No	_____	_____

**SECTION V – SCOUTMASTER/CREW ADVISOR EVALUATION** *(required for applicants under 18 years of age only)*

**Grading Scale: 5=Excellent 4=Above Average 3=Average 2=Below Average 1=Poor**

Please grade Scout/Venturer on the following items:

- |                          |                        |                    |
|--------------------------|------------------------|--------------------|
| Leadership Ability _____ | Dependability _____    | Teamwork _____     |
| Cheerfulness _____       | Teaching Ability _____ | Helpfulness _____  |
| Obedience _____          | Self-Motivating _____  | Scout Spirit _____ |

Scoutmaster/Advisor’s Signature \_\_\_\_\_ Name (print) \_\_\_\_\_

You may be contacted for more information. Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION VI – SCOUTING EXPERIENCE**

<b>(As a condition of employment, you must be a registered member of the BSA)</b>				
Are you now registered in Scouting? Yes _____ No _____		Unit #:	Council:	
Number of years in Adult capacity:		Positions held:		
Number of years Youth experience as:	Cub _____	Scout _____	Explorer/Venturer _____	Other _____
Highest Rank Attained:				
What is your present leadership position in Scouting?			Are you a member of the OA?	
<b>SUMMER CAMPS ATTENDED</b>				
Camp:		# of years:		
Camp:		# of years:		
<b>EMPLOYMENT/CAMP EMPLOYMENT EXPERIENCE</b>				
Employer:	Position:	Supervisor/Phone:	May we contact?	
Employer:	Position:	Supervisor/Phone:	May we contact?	
Employer:	Position:	Supervisor/Phone:	May we contact?	
List Merit Badges earned to date and other awards can be attached separately.				

**SECTION VII - BACKGROUND**

Have you ever been convicted of any of the following? (Please circle) <b>Felony</b> <b>Sexual Abuse</b> <b>Child Abuse</b>
What non-Scouting (i.e. school, church, and community) awards or positions do you hold?
What other non-profit organizations do you actively volunteer for? What sort of activities?

**SECTION VIII - REFERENCES**

List three references (not relatives or supervisors) -- address must be complete (street address, city, state, zip)		
<u>Name</u>	<u>Address</u>	<u>Phone #</u>
1.		
2.		
3.		

This is to inform you that as part of our processing procedure, a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.

**SECTION IX- EMPLOYMENT OPPORTUNITIES**

**AVAILABLE POSITIONS** (Please circle all of the positions you may be interested in)

**Senior Staff Positions (25 & older)**

Reservation Director  
Camp Director  
Business Manager

**Senior Staff Positions (21 & older)**

Aquatics Director  
Caving Director  
CIT Director  
Climbing Director  
COPE Director  
Health Director  
Trek Director  
Commissary Director  
Program Director  
Skilled Trades Director  
Shotgun Director  
Rifle Range Director  
Mountain Bike Director  
Head Chef  
Head Commissioner  
Equestrian Director  
Trading Post Manager

**Staff Positions (18 & older)**

Asst. Health Director  
Summit Base Program Staff  
Asst. Trading Post Manager  
Ranger Staff  
Asst. CIT Director  
Dining Hall Steward  
Skilled Trades Staff  
E/Con Nature Director  
Scoutcraft Director  
1<sup>st</sup> Year Camper Director  
Handicraft Director  
Commissary Staff  
Trek Guide  
Archery Director  
Asst. Chef  
Asst. Aquatics Director  
Asst. Climbing Director  
Asst. COPE Director  
Commissioner  
Lifeguards  
Equestrian Staff  
Flexibility Staff

**Staff Positions (16 & older)**

Lifeguard  
Summit Base Staff  
Shooting Sports Staff  
Trading Post Clerk  
Equestrian Staff  
Kitchen Prep Staff  
Asst. Dining Hall Steward  
Flexibility Staff

**Staff Positions (15 & older)**

Dishwasher  
Scoutcraft Staff  
Archery Staff  
E/Con Nature Staff  
1<sup>st</sup> Year Camper Staff  
Handicraft Staff

<b>CIRCLE CAMP DESIRED: Reservation      Buckskin      Waubeeka      Summit      Skilled Trades/Equestrian</b>				
<b>POSITIONS DESIRED IN CAMP</b>				
First choice:		Second choice:		
Third choice:		What salary do you request?		
What qualifications do you have for positions you requested, other than those previously listed?				

**SECTION X - SIGNATURES**

Please review all information requested and provided. Your complete application will be given every consideration, but its receipt does not in any way imply that the applicant will be employed. In connection with your application for employment, an investigation may be made requesting information as to character and general reputation. Information as to the nature and scope of any investigations will be furnished to you upon your written request. Applicants who are not US citizens will be required to produce working papers and evidence that they have a legal right to work in the US.

If you are under 18 years of age, this application must have approval by your Parent/Guardian.

PARENT/GUARDIAN signature \_\_\_\_\_

I certify that, to the best of my knowledge, the information given on this application is complete and correct.

Signature of APPLICANT \_\_\_\_\_ Date \_\_\_\_\_