



Westchester-Putnam Council
 41 Saw Mill River Rd, Hawthorne, NY 10532
 Phone: 914-773-1135 - fax: 914-773-1411
www.wpcbsa.org
 email: 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 ones 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 seasonal, summer 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.
- **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 Council camps. 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 seasonal Camp Staff applicants, interviews will be conducted during the months of Jan February & March, but can begin as early as November and December, for both salaried and volunteer positions. Phone interviews will be conducted where distance is a problem.

Applicants should fill out the attached application form in detail, with complete references, and return it to the Council Service Center in Hawthorne, NY. Your application will be acknowledged with a request to set an interview date. You may indicate your desire to work in a particular area. Applicants should choose their desired position carefully, based on general qualifications listed on this form. Please indicate a second choice as well. You may also wish to attach a resume.

PLEASE BE PROMPT IN FILLING OUT THE APPLICATION AND RETURNING IT.

Please complete this application by typing or printing.

SECTION I – PERSONAL INFORMATION

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

NAME:	HOME PHONE: (_ _ _) _ _ _ - _ _ _ _
STREET ADDRESS:	
CITY / STATE:	ZIP CODE:
TEMPORARY ADDRESS:	
CITY/STATE:	ZIP CODE:
TEMPORARY PHONE #:	
AGE AS OF JUNE 22 (If under 21):	EMAIL:
DATE OF BIRTH: / /	SOCIAL SECURITY #:
DRIVER'S LICENSE #:	STATE:

(As a condition of employment, applicants must have a medical examination)

The Westchester-Putnam Council Scout Camps are equal opportunity employers. We do not and will not discriminate on the basis of race, religion, national origin, sex, handicap, marital status, or status as a disabled veteran. Information provided in this application will not be used for any discriminatory purpose.

Please provide all information requested. 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.

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.

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"/> Outdoor Cooking | <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"/> Air gun |
| <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"/> Backpacking | <input type="checkbox"/> Fishing | <input type="checkbox"/> Conservation | <input type="checkbox"/> Painting | |

SECTION IV – EDUCATION / TRAINING HISTORY

EDUCATION <i>(School names & 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 – SCOUTING EXPERIENCE

(As a condition of employment, you must be a registered member of the BSA)

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?			
SUMMER CAMPS ATTENDED			
Camp:		# of years:	
Camp:		# of years:	
EMPLOYMENT/CAMP EMPLOYMENT EXPERIENCE			
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:			
What Scouting awards other than rank or Merit Badges have you earned (e.g. religious emblems)?			

SECTION VI - BACKGROUND

Have you ever been convicted of any of the following? (Please circle) **Felony** **Sexual Abuse** **Child Abuse**

What non-Scouting (i.e. school, church, and community) awards or positions do you hold?

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 VII- SCOUTMASTERS/CREW ADVISOR EVALUATION

(to be completed 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: _____

IX- EMPLOYMENT OPPORTUNITIES

QUALIFICATIONS

A camp staff member should:

- Have ability in his/her chosen field, with a high level of interest and skill.
- Have a willingness to work as a member of a camp team.
- Have a real concern for the positive development of young people.

The Scout Oath and Law are the "living rules" of the camp community. The staff member is expected to live up to these ideals.

AVAILABLE POSITIONS (Please circle the position or positions you are interested in)

Senior Staff Positions (25 & older)

Reservation Director
Camp Director

Senior Staff Positions (21 & older)

Aquatics Director
Caving Director
CIT Director
Climbing Director
Senior Commissioner
COPE Director
Health Director
Trek Director
ADK Adventure Director
Program Director
Skilled Trades Director
Shotgun Director
Rifle Range Director
Mountain Bike Director
Transportation Coord.
Business Manager
Equestrian Director
Trading Post Manager
Head Chef
Commissary Director

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
1st Year Camper Director
Handicraft Director
Commissary Staff
Trek Guides
Archery Director
Air Gun Director
Asst. Aquatics Director
Asst. Climbing Director
Asst. COPE Director
Commissioners
Lifeguards
Asst. Chefs
Flexibility Staff
Equestrian Staff

Staff Positions (16 & older)

Lifeguard
Summit Base Staff
Shooting Sports Staff
Skilled Trades Staff
Equestrian Staff
Kitchen Prep Staff
Asst. Dining Hall Steward
Flexibility Staff

Staff Positions (15 & older)

Dishwasher
Flexibility Staff
Archery Staff
E/Con Nature Staff
1st Year Camper Staff
Handicraft Staff
Scoutcraft Staff
OA Program Rep.
Office Clerk
Trading Post Clerk

SECTION X - SIGNATURES

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 _____

NAME:		HOME PHONE: (___) ___ - ____	
STREET ADDRESS:			
CITY / STATE:			ZIP CODE:
TEMPORARY ADDRESS:			
CITY/STATE:			ZIP CODE:
TEMPORARY PHONE #:			
AGE AS OF JUNE 15 (If under 21):		EMAIL:	
DATE OF BIRTH: / /		SOCIAL SECURITY #:	
DRIVER'S LICENSE #:			STATE:

CIRCLE CAMP DESIRED: Reservation Buckskin Waubeeka Summit Skilled Trades/Equestrian

POSITIONS DESIRED IN CAMP

First choice: _____ Second choice: _____

Third choice: _____ What salary do you request? _____

What qualifications do you have for positions you requested?

FOR CAMP DIRECTOR'S USE

Interviewed by/Date _____

Position _____

Salary _____ Bonus _____

Special Terms _____

Start Date – End Date// Time Off _____

Must Attend National Camp School _____ Section: _____