

Application for Season Employment

INFORMATION ABOUT EMPLOYMENT – PLEASE READ THIS SECTION COMPLETELY BEFORE PROCEEDING.

- Buckskin Scout Reservation, a Nationally Accredited Camp, is over 2000 acres of woodlands and meadows in the mountains of Pocahontas County, West Virginia. This camp is a long-term camping facility for Boy Scouts each summer.
- Applicants are considered without regard to race, color, sex, national origin, age (except as required for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.
- The minimum age for staff is **15** (by the start of the season). The Counselor-in-Training (CIT) program will consider younger staff, age **14** and older. Some positions require higher minimum ages, per BSA National Camp Standards.
- Length of employment varies with job assignment. The majority of contracts run from early June through late July.
- Applicants **MUST** be registered members of the Boy Scouts of America or agree to become registered before employment begins. The principles of the Scout Oath and Law must be practiced as a way of life.
- As a facility of the Boy Scouts of America, the staff is expected to set an example of excellence in Scouting, which includes the proper wearing of the uniform and adherence to Buckskin 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 with consideration given to the individual's experience.
- Review the list of jobs in various departments, indicate three preferences, and **complete the entire application**, even if you have worked for the Buckskin Council before and/or if you have submitted a resume. Applications with a variety of departmental choices have a better chance at placement than those with only one choice.
- Some positions require vehicle driving. You must supply a current driving record at time of application from your state of license to qualify for such a position. Three moving violations or one DUI/DWI within the past three years will disqualify you from a driving position.
- Every applicant who is offered a position is required to complete an Employment Eligibility Certification form (I-9).
- Return your application early. Opportunities for summer employment in key staff positions are best if received before February 1st, however applications will continue to be accepted after that time. Send applications to:

Seasonal Employment
Buckskin Scout Reservation
Buckskin Council, BSA
2829 Kanawha Blvd., E.
Charleston, WV 25311

Application for Season Employment

Please type or print clearly.

Date completed _____ Position sought: Summer Camp Staff Counselor-in-Training (CIT) Volunteer

Name _____ Date of birth _____

Present Address _____ City _____ State _____ Zip _____

Permanent Address _____ City _____ State _____ Zip _____

Present Phone _____ Permanent Phone _____

Email Address _____

Social Security Number _____ Drivers License Number _____ State _____

Emergency Contact Name and Phone _____

Have you ever been convicted of a felony? (You may answer no if your conviction has been ordered sealed, expunged or eradicated). Please initial _____ Yes _____ No. Conviction of a crime is not an automatic bar to employment. All circumstances will be considered, including what you were convicted of and how long. Please provide complete information by attaching a separate statement.

Is there anything Buckskin Council should know that makes you unsuitable to work with children: _____ Yes _____ No

Is there any reason you should be unable to drive a Buckskin Council vehicle? _____ Yes _____ No

If you answered yes to either of the prior questions, explain: _____

Employment Preferences

Department

Position

First Choice _____

Second Choice _____

Third Choice _____

NOTE: Enclose a brief resume of your experience regarding each of your choices and be sure to complete the information on the rest of this application. If your choices involve driving, you must submit a current motor vehicle record.

Dates available for employment (**BE SPECIFIC**): Start (month/day) _____ End (month/day) _____

Camping Experience

Prior staff positions _____ Location _____ Year(s) _____

Buckskin Council participation: BSR Camper _____ years(s) NYLT _____ years(s) Other _____

Youth organization experience _____

Currently registered as _____ Unit No. _____ Council _____

Number of years registered as a youth _____ as an adult _____ BSA Rank _____

Positions held _____

Other achievements _____ Order of the Arrow _____

Describe leadership experience _____

Describe trainings completed _____

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List current certifications and dates _____

Hobbies, skills, and special interests _____

Summer Camp Positions

Use this area to give us a better understanding of your experiences and interests. **Please mark, using a “S” for staff/instructor and “P” for participant** any area or skill you have. Elaborate on your resume. First-time staffers should be aware that there are many jobs for which we receive a large number of applications. Indication of a variety of choices may increase your chances of employment.

N = NCS Required; P= Prior Buckskin Scout Reservation Staff experience preferred; O = other requirements

Position	Age	Notes	Position	Age	Notes
_____ Camp Director	25	N, P	_____ Assistant Health Officer	18	
_____ Program Director	21	N, P	_____ Trading Post Assistant	15	
_____ Camp Health Officer	18	O	_____ Aquatics Counselor	16	
_____ Camp Commissioner	18	N	_____ Shooting Sports Ast.	21	
_____ Camp Chaplain	21		_____ Archery Assistant	15	
_____ Trading Post Manager	18		_____ Climbing Assistant	18	
_____ Aquatics Director	21	N	_____ Dining Hall/Kitchen Staff	15	
_____ Shooting Sports Dir.	21	N	_____ Scoutcraft Counselor	15	
_____ Archery Instructor	18		_____ Handicraft Counselor	15	
_____ Climbing Director	21	N	_____ Nature Counselor	15	
_____ Kitchen Manager	21		_____ Troop Buckskin Staff	15	
_____ Dining Hall Steward	18		_____ Scoutcraft Director	18	O, P
_____ Nature Director	18	O, P	_____ Quartermaster	18	
_____ Troop Buckskin Dir.	18	P			

Please make three choices of employment from the list above. Write your choices in the spaces provided on the previous page.

Note: Counselor-in-Training (CIT) – You must be 14 years old prior to the start of your time at camp. Counselor in training applicants work for **room and board only**. They have the option to work as many weeks of the summer season as they'd like, subject to the approval of the Director. Please indicate your preferences below.

_____ Staff Week _____ Week 1 _____ Week 2 _____ Week 3

Educational Background

Name and Location	Years Attended	Major	Degree
High school _____			
College _____			
Graduate School _____			
Other _____			

Applicants are not required to provide any information on this application that is prohibited by Federal, State, or Local law. Scholastic Honors _____

Sports/Activities _____

Offices Held _____ Final GPA _____

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Employment

Present/Most Recent Employer _____ May we contact? _____

Address _____ Phone Number _____

From _____ To _____ Job Title _____ Supervisor's name _____

Description of Duties (include significant responsibilities, accomplishments, and contributions) _____

Reason for leaving _____

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

If yes, please explain _____

Are you aware of any limitations that you have that which would prevent you from performing any of the positions for which you have applied? _____

If yes, explain _____

Will you give Buckskin Council permission to perform a background check? (Please initial) _____ Yes _____ No

References: Please provide the name and address of three persons (not relative) who have knowledge of your character, experience, and ability:

Name	Address, City, State, Zip	Daytime Phone	Nighttime Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

You may be expected to reside in housing provided by the Buckskin Council as part of your employment. Most summer housing is in two-person tents on platforms. Housing for married couples and families is very limited. If you need family housing, please attach a letter detailing the extent of your request, giving ages and genders of each dependent. Family housing will not be available without a written request approved by the Camp Director. **Camp Management reserves the right to enter your quarters for inspection at its discretion.** Absolutely NO PETS allowed.

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 Principal. I agree to be loyal and cooperate fully with all BSA policies, programs, 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 investigation of statement 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 the 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.

Signature of Applicant

Signature of Parent/Guardian (if under 18)

Date