



# Get on Board!

Apply to be a member of the  
2016 Summer Camp Seasonal Staff

COMPLETE THE ATTACHED APPLICATION AND RETURN TO

Sea Scout Base Galveston  
P.O. Box 3810 GALVESTON, TX 77552---0810  
[jobs@ssbgalveston.org](mailto:jobs@ssbgalveston.org)

(Minors do not need to return reference page or release form on pages 5 & 6)

## APPLICANT QUALIFICATIONS

Become registered as a member of the Boy Scouts of America, if not currently registered. Be able to complete the required background checks.

Be able to complete the onsite trainings specific to the position.

Commit to the dates of service: June 3– July 30

[www.SSBGalveston.org](http://www.SSBGalveston.org)

SEA SCOUT BASE GALVESTON (SSBG)

POSITION DESCRIPTION

**Position Title:** *Seasonal Camp Staff*

**Job Status:** Paid/Volunteer

**Immediate Supervisor:** SSBG Directors, varies by position

**Primary Purpose of the Position:** To provide a memorable, safe, and fun experience for participants attending Sea Scout Base camp programs.

**Position Descriptions:**

1. **Program Mate:** Serves as the direct contact to a participating crew of 6 or 7 as its onsite program guide. Crew Mates deliver the actual program and are trained in First Aid, Lifeguarding, Kayaking and Sailing techniques. Reports to the Education Manager/Coordinator. With scheduling and program implementation coordinated through the BSA Camp Director and BSA Program Commissioner Team.

Preferred 18, but must be at least 16 years of age. Must be able to complete First aid, life guard Training, Kayaking, and US Sailing certifications prior to the arrival of campers on your own or during staff training week.

2. **Large Boat Captain:** Operate sailing vessels ranging in size from 30' to 51' that participating crews of 6 utilize in the summer program operation. Reports to Waterfront Director.

Must be at least 21 years of age and hold a current U.S. Coast Guard Captain's License (minimum OUPV).

3. **Dockhand:** Reports to Waterfront Director to assist in carrying out all and any maintenance and cleanup of the SSBG marina and vessels. In addition, Dockhands are expected to operate safety boats while program is underway. Additional daily assignments to be delivered by the Waterfront Director.

Preferred 18, but must be at least 16 years of age and hold a Texas Boaters Education Certificate.

4. **Ranger Mate:** Report to Camp Ranger/Facilities Director to assist in carrying out all and any maintenance and cleanup of grounds and buildings. Additional daily assignments to be delivered by the Facilities Director.

Preferred 18, but must be at least 16 years of age.

5. **Support Services Mate:** Reports to the SSBG Administrative Team to carry out duties specific to the Food Services Operation and the Ship's Store. Ability to handle cash, operate a computer and complete daily reports is expected.

Preferred 18, but must be at least 16 years of age.

6. **Medical Officer:** Is the onsite First Aid & Medical staff member for the summer camp operation. Primary responsibilities include the collection and review of health forms, while also assuring that the base's first aid equipment and emergency procedures are ready to be implemented at all times. The Medical Officer also serves as the lead contact for the Emergency Phone line in the evening hours of operation. Reports to the Director of Education Programs.

Must be at least 21 years of age. Must complete the one time self-study Camp Health Officer's Training Course by the beginning of camp. The camp officer must be one of the following: licensed physician, licensed nurse practitioner, nurse (RN, LPN, OR LVN), licensed physician assistants, paramedic, emergency medical technician, or emergency medical responder.

7. **Chaplain:** Serves in a volunteer non paid role of religious advisor for the summer camp program and is directly responsible for implementing the Duty to God program and the weekly interfaith religious service for the participants and staff. Reports to the Director of Education Programs.

Must be at least 21 years of age. Must complete the chaplain section of national camp school or be able to present alternative chaplain experience.

**Other:** Actively participate in organization meetings, training programs including Staff Development Week, and seminars as designated by the supervisor. Seasonal staff members are expected to live on site in assigned staff quarters. Meals are provided during active program sessions. Staff quarters are equipped with refrigerators and microwaves. Minors **will be required** to be off site during non-active program days (usually weekends).

**Work Schedule:** All positions for which you are applying require long, intensive, and irregular hours of work. Efforts will be made to provide adequate time for rest.

**Minimum Qualifications, Competencies, Skills, Education and Traits:** Must have a State of Texas Class "C" vehicle license, or the ability to obtain one within 30 days of employment Requires ability to multi-task and work cooperatively with others. All vessel operators must have TPWD Texas Boater Safety Education Certificate. ***All employees must provide a completed Boy Scouts of America (BSA) Health form and a valid First Aid certificate prior to commencement of work.*** Employment is contingent on pre-employment drug screening, background check, and reference checks.

**Physical Effort and Dexterity:** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, hand or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear, taste or smell. Additionally, these duties will frequently be performed on a vessel, underway. The employee must occasionally lift and/or move up to 25 pounds.

**Physical Environment:** Outdoor field work to include participation in marine activities and other similar duties. Uniforms will be provided.

**Employer's Rights:** Sea Scout Base Galveston reserves the right to revise this position description at any time. This position description is not a contract for employment, implied or otherwise, other than an "at will" relationship. Incumbent will be evaluated in part based upon the performance of the tasks listed in this position description.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

List in order of preference top three positions applying for:

1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_

Currently Registered in Scouting: Yes No Total Years of Scouting Experience: \_\_\_\_\_

BSA Council: \_\_\_\_\_ Troop/Ship: \_\_\_\_\_

Awards & Training Experience: (attach second page if necessary)

---

---

---

Rate your level of proficiency in the following activities 1-5, with 5 being highly proficient:

Sailing \_\_\_\_\_ Kayaking \_\_\_\_\_ Swimming \_\_\_\_\_ Motor Boating \_\_\_\_\_

Previous Scout/Youth Camp Experience:

Where/Dates: \_\_\_\_\_ Role: \_\_\_\_\_

Where/Dates: \_\_\_\_\_ Role: \_\_\_\_\_

Where/Dates: \_\_\_\_\_ Role: \_\_\_\_\_

Previous Employment Experience:

Where/Dates: \_\_\_\_\_ Role: \_\_\_\_\_

Where/Dates: \_\_\_\_\_ Role: \_\_\_\_\_

Where/Dates: \_\_\_\_\_ Role: \_\_\_\_\_

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability--- related or medical information in a manner prohibited by the American with Disabilities Act (ADA) and other relevant federal and state laws."

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Date Guardian Signature/Print Name For Minors

# SSBG Reference List

Date:

Employee Name:

Reference 1:

Name	
Title/Relationship and Company	
Home address	
City/State/Zip Code	
Home phone	
Cellular phone	
Fax number	
Email address	

Reference 2:

Name	
Title/Relationship and Company	
Home address	
City/State/Zip Code	
Home phone	
Cellular phone	
Fax number	
Email address	

Reference 3:

Name	
Title/Relationship and Company	
Home address	
City/State/Zip Code	
Home phone	
Cellular phone	
Fax number	
Email address	



**RELEASE FORM**  
**(FOR REFERENCE CHECK)**

I authorize Sea Scout Base Galveston (SSBG) to make inquiries of all my current employers, past employers, educational institutions and references concerning my current or prior employment, the verification of my educational background, and personal character. I further authorize all current or past employers, educational institutions and all other individuals providing references to respond to verbal and written inquiries from SSGB regarding my current or past employment, the verification of my educational background, and personal character. I hereby release all such persons from any liability and damages incurred as a result of furnishing this information.

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

---

Date

---

Applicant's Signature