



CAMP HORNE

2017 Seasonal Staff Application



Information About Employment

Camp Horne has housed Scouting programs since it opened in 1924. Major program features are along the shore lines of our two lakes or nestled in the rolling hills of West Alabama. Facilities and equipment are available for a number of outdoor activities including standup paddle-boarding, kayaking, canoeing, rowing, climbing, rappelling, archery, rifle shooting, shotgun shooting, and hiking. Prominently featured at the end of a multi-use activities field is our Dining Hall. Livingston Chapel, whose open air views of Horne Lake and the Alabama sky are unparalleled, serves as a place of prayer and reflection. Additionally, Camp Horne has an standard-length swimming pool and areas for outdoor skills and ecology instruction. Camp Horne is owned and operated by the Black Warrior Council, BSA.

The Boy Scouts of America (BSA) is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age (minimum age 15 by start date or age 18-21 for certain positions required by the BSA), sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment. This is "seasonal, at will" employment. You are free to terminate your employment with the Black Warrior Council, BSA (BWC) at any time, with or without reason, and the BWC has the right to terminate your employment at any time, with or without reason. Although the BWC may choose to terminate employment for cause, cause is not required. This is called "at will" employment. All offers of employment are contingent on verification of your right to work in the United States. Before your first day of work you will be asked to provide original documents verifying your right to work and to sign verification forms required by Federal Law. If you, at any time, cannot verify your right to work in the United States, the BWC may be obliged to terminate your employment. All staff members who are the age of 18 or older must complete a criminal background check. This application will remain on file until July 31, 2018.

Requirements for Employment

- ▶ **SUBMIT A COMPLETE APPLICATION** – Review the list of jobs in the various departments, indicate three preferences, and complete the entire application, *even if you have previously worked at Camp Horne*.
- ▶ **SUBMIT A REFERENCE FORM** – Submit a letter of recommendation or a completed Camp Horne Reference Form from a council professional staff member, a teacher, community leader, unit leader (Scoutmaster or Crew Adviser), or previous employer. This information can be submitted with the application or submitted separately.
- ▶ **BSA MEMBERSHIP** – Applicants must be registered members of the Boy Scouts of America or agree to register before employment begins (upon arrival). BSA Youth Protection Training, BSA Weather Hazards Training, and BSA Unlawful Harassment Prevention Training must be completed prior to employment. The principles of the Scout Oath and Law must be practiced as a way of life.
- ▶ **DATES OF EMPLOYMENT** – You must be available for the entire summer camp season (June 1-July 15, 2017).

About working at Camp Horne

- ▶ As a facility of the BSA, the staff is expected to set an example of excellence in Scouting. This includes the proper wearing of the uniform and adherence to Camp Horne's standards of personal appearance. Extreme hairstyles, unkempt facial hair, or inappropriate jewelry (in the opinion of camp management) are not allowed.
- ▶ Employees under 18 will be expected to reside in housing provided by Camp Horne as part of their employment. Management reserves the right to inspect all housing at its discretion.
- ▶ If you are offered a job, you must complete Employment Eligibility Verification (I-9), W-4, and A-4 forms.
- ▶ Salaries are based on a tiered system that is linked to position responsibility and experience and include housing and meals for the duration of summer camp. All salaries are confidential between the employee and management.

**Return your signed and completed application and letter of reference to the address below
no later than January 31, 2016. You will be notified for an interview by February 3, 2016.**

Applicant Information				
Last Name:		First Name:		M.I.:
Address:				Appt #:
City:			State:	ZIP Code:
Home Phone:		Best Time To Call:		Date of Birth:
Cell Phone:		Best Time To Call:		Age:
Email Address:				
Name of College (if applicable):			College Major:	
Scouting Background				
Currently Registered in: Troop Crew Team #		Current Leadership Position:		BSA ID #
Council/District:		Years of Tenure (Adult):	Years of Tenure (Youth):	Highest Rank Achieved:
Order of the Arrow Membership: __No __Ordeal __Brotherhood __Vigil Honor		OA Leadership Positions Held:		
BSA or Red Cross Lifeguard Certification:		NRA Certification: (list certification and dates)		CPR Certified:
Past Employment (may use a separate sheet or resume if needed)				
Dates of Employment	Employer	Nature of Work	Supervisor	Reason for Leaving
References (This does not replace a letter or recommendation or a Camp Horne Reference Form)				
Name of Reference		Relationship to Applicant		Phone

Why are you interested in working at Camp Horne and what special skills can you offer?

How are you an example of the Scout Oath and Law?

Do you play a musical instrument? _____ If so, what? _____

Camp Positions. Please Rank your top 5 choices from most desired (1) to least desired (5)

Ranking	Position	Minimum Age	Ranking	Position	Minimum Age
	Commissioner [‡]	21		Lakefront Team Leader	18
	Cook	21		Shooting Sports Assistant [‡]	18
	Chaplain [‡]	21		Trailblazer Team Leader	17
	Health Officer (EMT, Nurse)	21		Lakefront Assistant	16
	Aquatics Director*	21		Trading Post Assistant	16
	Climbing Director*	21		Camp Clerk	15
	Shooting Sports Director*	21		Ecology Assistant	15
	Aracoma Trail Crew Director	18		Handicraft Assistant	15
	Ecology Director [†]	18		Kitchen Assistant	15
	Handicraft Director	18		Scout Skills Assistant	15
	Scout Skills Director [‡]	18		Swimming Pool Assistant	15
	Trading Post Manager	18		Trailblazer Assistant	15
	Trail to Eagle Director	18		Trail to Eagle Assistant	15
	Climbing Assistant	18		Counselor in Training [°]	14

* If not currently certified, applicant must attend and successfully complete National Camping School for the position.

[†] National Camp School certificate or equivalent training: Equivalent training for college students or teachers is training in Forestry, Soil and Water Conservation, Fish and Wildlife, Earth Science, Ecology, Environment specialties, etc. (for students - major; for teachers - degree or training).

[‡] National Camp School certificate or equivalent training.

[°] Counselors in Training (CITs) are unpaid members of a special training program. This program only requires attendance at Staff Training Week and one or more weeks to be agreed upon by the CIT, his/her parent/guardian, and the Camp Director.

I will meet the minimum age requirement by June 1, 2017:

YES

NO

All employees must be available for the full season – June 1 to July 15, 2017.

I will be available for the complete time of service at Camp Horne:

YES

NO

I have read the entire application and understand the conditions of employment:

Signature _____ Date _____

If applicant is under age 18:

I, the parent or legal guardian of the above youth applicant, have read the entire application and understand the conditions of employment and consent to allowing the above youth to participate, subject to those conditions.

Signature of Parent or Legal Guardian _____ Date _____



CAMP HORNE

2017 Seasonal Staff Reference Form



_____ is applying for a seasonal position at Camp Horne. This staff is responsible for offering a quality program while creating memories that last a lifetime. The success of any summer camp depends on its staff. Mature, competent, trustworthy people are required to fulfill this important responsibility.

We would greatly appreciate your honest evaluation of this applicant. Please complete this form at your earliest convenience and return to the applicant or directly to:

Black Warrior Council

PO Drawer 3088

Tuscaloosa, AL 35403

How long have you known this applicant? _____

Please circle the phrase that best describes the applicant's behavior. Your comments are also encouraged:

APPEARANCE	well-groomed	generally neat	adequately groomed	poorly kept
DEPENDABILITY	exceptional	usually dependable	requires supervision	irresponsible
INITIATIVE	resourceful/self-motivated	mostly self-motivated	needs prompting	indifferent
PERSONALITY	exceptionally outgoing	outgoing	pleasant	unpleasant
COOPERATION	encourages cooperation	cooperates willingly	usually cooperative	noncooperative
LEADERSHIP	inspirational leader	able to take charge	good team member	incapable of leading
ATTITUDE	always enthusiastic	positive	generally acceptable	negative
COMMON-SENSE	always sound judgement	usually sound judgement	needs experience	lacking
ORAL EXPRESSION	eloquent	fluent grammar/vocab.	satisfactory	limited
INTEGRITY	always trustworthy	generally reliable	sometimes lacking	untrustworthy

What, in your opinion, is this person's greatest ability?

What, in your opinion, can this person improve upon?

Recommendation: _____ highly recommend employment
_____ recommend employment
_____ do not recommend employment

Print Name: _____ **Signed:** _____

Unit: _____ **Daytime Phone:** _____ **Date:** _____