

SEASONAL CAMP STAFF APPLICATION

NORTHWOODS SCOUT RESERVATION 3552 Lakeshore Drive Lupton, Michigan, 48635 Chief Okemos Council, Boy Scouts of America

General Information

Northwoods Scout Reservation (NR) has been in operation for well over 40 years. During this time, hundreds of youth and adults have enjoyed camping, working on merit badges and the great outdoors. NR is situated on 460 acres with wooded campsites and Lake Arrowhead. The camp is located in Lupton, Michigan, which is just west of West Branch.

Employment information – Please read this section completely before proceeding

- ❖ Opportunities to serve Scouting as a member of the NR staff are available to outstanding applicants. Competition for employment is keen, the job demanding and the experience rewarding.
- ❖ Applicants are considered without regard to race, color, religion, sex, national origin, age (however, regulations require you to be over 18 or 21 for certain positions), marital status, veteran status or the presence of a disability that is unrelated to your ability to perform the position description.
- ❖ Applicants accepted for employment are hired on a temporary basis and employment is based upon the continued satisfaction and needs of the facility and may be terminated on a 24 hour notice by the administration. Any decision with this regard will be final.
- ❖ The preferred age of staff is 16 and over. Some 15 year olds may be considered for certain positions. BSA standards require a minimum age of 21 for some positions.
- ❖ Each applicant must be a registered member of the Boy Scouts of America, Scouts Canada, a member of the International Camp Staff Program or agree to become registered before employment begins. The principles of the Scout Oath & Scout Law must be practiced as a way of life.
- ❖ Length of employment varies with job assignment. The majority of summer contracts will run approximately mid June to early August. List your specific arrival and departure dates on the application, some variation of dates may be considered.
- ❖ As representatives of the BSA, the staff is expected to set an example of excellence in Scouting which includes proper wearing of the uniform and adherence to the Council's standards of personal appearance. Extreme hairstyles, as well as inappropriate jewelry or tattoos are not allowed. The camp director's decision on appropriate appearance will be final.
- ❖ Salary is based on position responsibility with consideration given to the individual's experience, number of years on staff and rank.
- ❖ Review the list of jobs, indicate your 3 preferences and complete the entire application, even if you have worked at Northwoods before and/or if you have submitted a resume. Applicants who list a variety of job preferences have a better chance at placement than those listing one choice.
- ❖ References are important! At least one letter of recommendation, or a completed Northwoods Reference form, from your Scoutmaster or Adviser is required of those currently associated with the BSA. Have 2 other references write letters of recommendation or complete the Northwoods Reference Form on your behalf. References should be a former/present employer, school counselor, teacher, etc. This information should be mailed at about the same time as your application.
- ❖ Every applicant who is offered a job will be required to complete the Employment Eligibility Verification (I-9) Form.
- ❖ Mail your application soon. Opportunities for employment are better for those who apply early. Northwoods will notify you when a decision is reached. Staff selection will start in December and continue until all positions are filled.
- ❖ Keep Northwoods informed of any change of address or circumstances regarding your application. Mail to the Council Office at 4000 W. Michigan Avenue, Lansing, Michigan, 48917.

Northwoods Scout Reservation Employment Positions

POSITION DESCRIPTION WITH MINIMUM AGE REQUIREMENT

Office Manager 18 – Responsible for all business affairs of camp, overseeing all ordering, record keeping and supervising food service.

Health Officer 18 – Should be licensed in Michigan as an EMT or higher. Responsible for treatment of all injuries in camp, dispensing medications and overseeing instruction of First Aid and Emergency Prep merit badges.

Waterfront Director 21 – Responsible for training and supervising waterfront staff. Oversee the aquatic programs and merit badges. Become certified as BSA Aquatic Supervisor.

Nature Director 18 – Responsible for merit badges taught in your area. Supervise staff in your area. Must be a college student or teacher in the field of Ecology or Conservation or National Camp School certified.

Shooting Sports Director 21 – Responsible for training and supervising archery and shotgun staff. Oversee the shooting sports programs and merit badges. Become certified as BSA Shooting Sports Director.

Archery Director 18 – Responsible for merit badges and programs in your area.

Rifle Director 21 – Responsible for merit badges and programs in your area.

Shotgun Director 18 – Responsible for merit badges and programs in your area.

Scoutcraft Director 18 – Responsible for merit badges and programs in your area. Supervise staff in your area.

Handcraft Director 18 - Responsible for merit badges and programs in your area. Supervise staff in your area.

Netomi Trail Director 18 - Responsible for programs in your area. Supervise staff in your area.

Netomi Trail Assistant Director 16 – Responsible for programs in your area.

Dining Hall Steward 16 – Responsible for all non-food preparation operations, i.e. cleaning, physical arrangements, drinks, seating of campers in the dining hall. Supervise kitchen aides. Inventory and receive food deliveries.

Kitchen Aide 16 – Responsible for cleaning and sanitizing all dinnerware and drink machines. Help inventory and receive food.

Trading Post Manager 18 – Responsible for inventory controls, cleaning, opening and closing of trading post. Stock all pop machines.

Camp Commissioner 18 – Responsible for campsite inspection and the recruitment of leaders to help with inspections. Help with training of adult leaders in Youth Protection, Fast Start, Health & Safety and other areas as needed. Be a resource and a communication link to management for the unit. Be the eyes and ears of the camp director.

Merit Badge Instructor 15 – Responsible for instruction of merit badges you have been assigned in your area.

Waterfront Staff 16 - - Responsible for instruction of merit badges and programs you have been assigned in your area.

Archery	Cooking	Forestry	Mammals	Reptile & Amp	Swimming
Art	Emerg. Prep.	Geology	Metalwork	Rifle	Weather
Astronomy	Env. Sci.	Golf	Muzzleloader	Rowing	Wild. Surv.
Backpacking	Fingerprinting	Hiking	Nature	Sculpture	Woodcarving
Basketry	First Aid	Indian Lore	Oceanography	Shotgun	BSA Lifeguard
Bird Study	Fish & Wildlife	Insect Study	Orienteering	Soil & Water	BSA Kayaking
Camping	Fishing	Leatherwork	Pioneering	Sailing	BSA Snorkel
Canoeing	Fly Fishing	Lifesaving	Pottery	Space Ex	

EDUCATIONAL BACKGROUND

Name & Location	Number of Years Attended	Major	Degree
High School _____			
College _____			
Other _____			
Scholastic Honors & Offices Held _____			
Activities _____			

EMPLOYMENT

Present or most Recent Employer: _____ May we Contact? Yes ___ No ___

Address: _____ Phone Number: _____

From _____ to _____ Supervisor's Name _____

Job Title & Description of Duties _____

Have you ever been discharged or asked to resign from any job? If so, why? _____

Will you give Northwoods Reservation permission to do a background check? Please initial Yes _____ No _____

REFERENCES List the name and addresses of 3 people (not relatives) who have knowledge of your character, experience and ability. (If you are associated with the BSA, one of them must be your Unit Leader.)

Name	Address, City, State, Zip	Day Phone #	Night Phone #
_____	_____	_____	_____
_____	_____	_____	_____

You are expected to reside in housing provided by the facility. Summer housing is a 2 person tent or in a 2 person cabin. Management reserves the right to enter your quarters for inspection at its discretion.

I hereby make application for summer employment and, in accordance with the principles of the organization, subscribe to the Scout Oath, Scout Law and Declaration of Religious Principle. I agree to be loyal to an cooperate fully with all BSA Policies, programs and management; including those policies set forth in this application. I further agree to bring a completed Health & 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. I authorize all my previous employers, schools and all other references to furnish the information requested. I hereby declare that the information provided by me in this application for employment is accurate & 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 if applicant is under 18

Date