

# 2017 STAFF APPLICATION

## CAMP CROOKED CREEK

Or Apply Online <http://bit.ly/ApplyforCamp>

### *AN EQUAL OPPORTUNITY EMPLOYER*

Applicants are not required to give information on this form that is prohibited by Federal, State or Local Law. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. In connection with your application for employment, an investigation may be made requesting information as to character, general reputation, personal characteristics and mode of living. Fill out the application completely.

### **About working at Camp Crooked Creek**

Camp Crooked Creek, located in Shepherdsville, Kentucky and operated by the Lincoln Heritage Council, Boy Scouts of America is a summer camp program for boys ages 11-17. The camp hosts on average 400 campers and adults per week.

- Applicants are considered without regard to race, color, religion, sex, national origin, age (with the exception that you must meet a minimum age requirement for some 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 REQUIREMENT IS 16.** BSA standards require a minimum age of 18 or 21 for some positions. Most first-year staff applicants will be considered for program counselor positions.
- Summer contracts run from **June 2, 2017 to July 29, 2017. LIST ANY DATES YOU KNOW YOU WILL NOT BE AVAILABLE ON YOUR APPLICATION.** In determining dates, please check your college calendar, family vacation schedule, and doctors' appointments prior to submitting your application. Hiring priority will be given to candidates who are available for the entire duration of the summer season.
- 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 BSA, the staff is expected to set an example of excellence in Scouting, which includes the proper wearing of the uniform, and adhere to Camp Crooked Creek's standards of personal appearance. Extreme hairstyles, unkempt facial hair, or inappropriate jewelry (in the opinion of the reservation management) are not allowed.
- You will be expected to live on the property as a condition of employment and be available to aid in emergency situations when necessary. Staff is expected to report on Sunday's at noon and will typically be dismissed on Saturday's by noon. While camp is in session, all staff will be given at least one night off. Most staff reside in four person cabins.
- If you are hired for a position that requires driving, you may be asked to supply a current driving record from your state of license. Three moving violations or one DWI/DUI within the past three years will disqualify you from a driving position.
- Salary is based on position responsibility with consideration given to the individual's experience.

### **How to apply to work at Camp Crooked Creek**

Review the list of jobs in the various departments, indicate three preferences, and **COMPLETE THE ENTIRE APPLICATION**, even if you have worked at Camp Crooked Creek before and/or if you have submitted a résumé. Applications completely filled out with a variety of departmental choices have a much better chance at placement than those with only one choice.

A brief résumé of your experience for each of your choices is recommended. The hiring manager may request a résumé from applicants for certain positions such as the Dining Hall or Business Manager if one is not submitted with your application.

**AT LEAST ONE LETTER OF RECOMMENDATION, OR A COMPLETED CAMP CROOKED CREEK REFERENCE FORM FROM A MEMBER OF YOUR LOCAL COUNCIL'S PROFESSIONAL STAFF, A TEACHER, RELIGIOUS LEADER OR EMPLOYER IS REQUIRED.** (References from family members will not be considered with your application) This information should be sealed in an envelope and mailed (by you or your reference) at about the same time as your application.

Return your application with a letter of reference to the 2017 Camp Director at the Sam Swope Scout Center. You may drop it off at the front desk or mail it to the address below. The hiring process for management and director positions typically occurs between September and November. Hiring for program counselors typically begins in January. **YOU ARE ENCOURAGED TO SUBMIT YOUR COMPLETE APPLICATION AT LEAST ONE MONTH PRIOR TO THE START OF THE HIRING WINDOW FOR THE POSITION YOU ARE SEEKING.**

Interviews for first year staff members will be held starting October 2017. If you are unable to attend a scheduled interview session, please notify the Camp Director so other arrangements can be made. The Camp Director will notify you when a decision is reached. Most contracts are sent in February and March.

### **Return Application To**

***Sam Swope Scout Center, Attn: CCC Camp Director  
12001 Sycamore Station Place, Louisville, Kentucky 40299***

## Camp Crooked Creek – Jobs Overview

*Use this sheet to help you select your top three position choices. Please keep in mind certain positions have age or certification requirements to meet BSA National Camp Standards.*

| <b>Administration</b>   | <b>Area Director / Lead Instructor<br/>(continued)</b>  | <b>Program Counselor<br/>(continued)</b> |
|---|---|--|
| **[N][D] Program Director                                       | Personal Development  | Mammal Study                             |
| *[N][D] Camp Commissioner                                       | Science, Technology,<br>Engineering, and Math<br>(S.T.E.M)  | Motor Boating                            |
| **[D] Business Manager  |   | Nature                                   |
| Office Clerk  |   | Orienteering                             |
| *[D] Physical Arrangements<br>Coordinator                       | **[N] Shooting Sports<br>Sports and Health  | Personal Fitness                         |
| Media and Marketing<br>Specialist                               |   | Personal Management                      |
| ** Chaplain   | <b>Program Counselor</b>  | Pioneering                               |
| * Counselor in Training and<br>Training Programs<br>Coordinator | *[D] All-Terrain Vehicles (A.T.V.)<br>American Cultures<br>Archeology<br>Archery<br>Art<br>Astronomy<br>Basketry<br>Bird Study<br>Blacksmithing | Reptile and Amphibian Study              |
|   |   | Rifle                                    |
|   |   | Robotics                                 |
| <b>Trading Post</b>   |   | Sculpture                                |
| ** Trading Post Manager   |   | Shotgun Shooting                         |
| Sales Associate   |   | Small-Boat Sailing                       |
|   |   | Space Exploration                        |
|   |   | Sports                                   |
| <b>Dining Hall</b>  |   | Swimming                                 |
| **+ Kitchen Manager   | * Challenging Outdoor Personal<br>Experience (C.O.P.E.)   | Welding                                  |
| **+ Evening Manager   | Camping   | Wilderness Survival                      |
| Prep and Line Staff   | Canoeing  | Woodcarving                              |
| Dining Hall Steward   | Cast Iron Cooking   | Wilderness Survival                      |
|   | Citizenship in the Nation   | Woodcarving                              |
|   | Citizenship in the World  |  |
| <b>Health Lodge</b>   | * Climbing  |  |
| **[D]+ Health Lodge Officer                                     | Communication   |  |
| Assistant Health Lodge<br>Officer                               | Cooking   |  |
|   | Dan Boone - First Year Camper   |  |
| <b>Area Director / Lead<br/>Instructor</b>                      | Emergency Preparedness  |  |
| **[D]+ All-Terrain Vehicle (A.T.V.)                             | Environmental Science   |  |
| **[N] Aquatics  | Fingerprinting  |  |
| ** Challenge Trail<br>(Mountain Biking)                         | Fish & Wildlife Management  |  |
| **[N][D] Challenging Outdoor Personal<br>Experience (C.O.P.E.)  | Fishing   |  |
| **[N][D] Climbing   | Fly Fishing   |  |
| * Dan Boone<br>(First Year Camper Program)                      | Forestry  |  |
| *[N] Ecology and Conservation                                   | Game Design   |  |
| Frontier Town   | Geocaching  |  |
| Handicraft  | Geology   |  |
| * Outdoor Skills  | Indian Lore   |  |
|   | Kayaking  |  |
|   | Knife Making  |  |
|   | Leatherwork   |  |
|   | Lifesaving  |  |

- \* Must be at least 18 years old by June 1, 2017
- \*\* Must be at least 21 years old by June 1, 2017
- [N] Must hold a current BSA National Camp School card or be willing to attend camp school prior to June 1, 2017 (In some cases equivalent skills may be considered. Please elaborate on skills and experience on resume).
- + Non-BSA certifications or qualifications required
- [D] Driving required

**2017 CAMP CROOKED CREEK  
PLEASE PRINT CLEARLY or TYPE**

Date of Application: \_\_\_\_\_  
Referred By: \_\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_  
                     Last  First  Middle  
 Permanent Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_ T-shirt Size: \_\_\_\_\_

Please select the choice that best describes your age. On June 1, 2017, how old will you be?  
(This information is used to verify eligibility for all positions)

\_\_\_\_\_ I will be 15 or under                                      \_\_\_\_\_ I will be 18 or over  
 \_\_\_\_\_ I will be 16 or over                                      \_\_\_\_\_ I will be 21 or over

**Desired Position**

Refer to the Camp Crooked Creek – Jobs Overview sheet. Additionally, job descriptions will be made available on the council website. Most first year staff will be considered for counselor positions.

|               | Department | Position |
|---------------|------------|----------|
| First Choice  | _____      | _____    |
| Second Choice | _____      | _____    |
| Third Choice  | _____      | _____    |

**Employment Record**

Present or Most Recent Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Dates of Employment Month \_\_\_\_\_ Year \_\_\_\_\_ to Month \_\_\_\_\_ Year \_\_\_\_\_ Ending Salary/ Wage: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Description of duties (indicate significant responsibilities, accomplishments, and contributions):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
 Have you ever been dismissed from a job? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

**Scouting Experience**

Scouting experience is not required as a condition of employment;      None: \_\_\_\_\_  
 Currently registered as: \_\_\_\_\_ Unit #: \_\_\_\_\_ Council: \_\_\_\_\_  
 (Position [Youth member, Scoutmaster, etc.])

| Program           | Years as a Youth | Years as an Adult | Highest Rank | Offices Held |
|-------------------|------------------|-------------------|--------------|--------------|
| Boy Scouts (BSA)  |                  |                   |              |              |
| Girl Scouts (GSA) |                  |                   |              |              |

Have you ever served on a camp staff (Include staff training programs, such as CIT programs)?

| Camp | Dates (be specific) | Positions | Ending Salary/ Wage |
|------|---------------------|-----------|---------------------|
|      |                     |           |                     |
|      |                     |           |                     |
|      |                     |           |                     |

If you are a returning staff member of Camp Crooked Creek, how many full seasons have you served on staff? \_\_\_\_\_  
 Describe Additional Scouting Experience (National Youth Leadership Training, Wood Badge, High Adventure Experience, Jamboree, etc.) \_\_\_\_\_  
 \_\_\_\_\_

| <b>Educational Background</b> | Name of School | City/ State | Major (If Applicable) | Number of Years Attended | GPA | Graduate? (Y/N) |
|-------------------------------|----------------|-------------|-----------------------|--------------------------|-----|-----------------|
| High School                   |                |             |                       |                          |     |                 |
| College                       |                |             |                       |                          |     |                 |
| Other                         |                |             |                       |                          |     |                 |

| <b>Certifications</b>       | Type of Course/ Certification | State | Expiration Date |
|-----------------------------|-------------------------------|-------|-----------------|
| Medical (CNA, RN, EMT)      |                               |       |                 |
| CPR, First Aid              |                               |       |                 |
| BSA National Camp School    |                               |       |                 |
| OTHER (LNT, NRA, CDL, etc.) |                               |       |                 |

**Additional Information**

Describe your hobbies and special interests: \_\_\_\_\_  
 Describe any military service/ experience: \_\_\_\_\_  
 List any musical instruments you play: \_\_\_\_\_  
 List any clubs or sports teams you are involved in: \_\_\_\_\_  
 Offices held: \_\_\_\_\_  
 List any awards or honors you have received: \_\_\_\_\_  
 Other than English, list any languages you speak: \_\_\_\_\_  
 How well do you speak these languages? [Limited vocabulary] [Able to communicate effectively] [Excellent]  
 Have you ever been convicted of a Felony? (Yes/No) \_\_\_\_\_ Misdemeanor? (Yes/No) \_\_\_\_\_  
 If yes, explain: \_\_\_\_\_

**Dates Available for Employment**

*Hiring priority will be given to candidates who are able to attend staff week and work all six weeks of summer camp.*

***Check all sessions that you are available to work***

- |  |   |
|--|---|
| <input type="checkbox"/> Staff Week (June 2 – June 10) | <input type="checkbox"/> Week 4 (July 2 – July 8)           |
| <input type="checkbox"/> Week 1 (June 11 – June 17)    | <input type="checkbox"/> Week 5 (July 9 – July 15)          |
| <input type="checkbox"/> Week 2 (June 18 – June 24)    | <input type="checkbox"/> Week 6 (July 16 – July 22)         |
| <input type="checkbox"/> Week 3 (June 25 – July 1)     | <input type="checkbox"/> ROTC/ Cub Camp (July 24 – July 30) |

***It is assumed that all camp staff applicants will work staff week plus all 6 sessions of camp. Please notify camp management of dates and reason if you must miss any time during your hire.*** Conditions that effect employment availability dates (Philmont/High Adventure Base trip, special family vacation, Jamboree, National Order of the Arrow Conference, school, football, military reserve, etc.) must be identified at the time of the interview. If selected, the Boy Scouts of America can expect my loyalty to the management, its policies and programs and my full cooperation with other members of the staff. I will serve to the best of my ability for the entire camping season in the position, which I am assigned. I am in good physical condition and if employed, will provide an up-to-date physical examination, at my own expense. I agree to obtain an official Venturing Uniform.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

(For applicants under 18 years of age)

**SEASONAL STAFF APPLICANT REFERENCE**  
**Camp Crooked Creek: Lincoln Heritage Council, Boy Scouts of America**

All applicants should have at least one, preferably two references. Letters of recommendation are also acceptable forms of reference. If a letter of recommendation is used, please be sure the reference provides a contact phone number. A member of your local council's professional staff, a teacher, a religious leader or employer would be a good reference. References from family members will not be considered.

Applicant Name: \_\_\_\_\_

**How well do you know this applicant?**

Very well \_\_\_\_\_ Rather well \_\_\_\_\_ Casually \_\_\_\_\_ I Do not know this person \_\_\_\_\_

**Please circle the phrase that best describes the applicant's behavior.**  
**Your comments are also of the utmost importance.**

|                      |   |   |                             |                                   |
|----------------------|---|---|-----------------------------|-----------------------------------|
| <b>Appearance</b>    | <i>Flawless</i>                         | <i>Well-Groomed</i>                       | <i>Generally Neat</i>       | <i>Sloppy</i>                     |
| <b>Dependability</b> | <i>Exceptional</i>                      | <i>Usually Dependable</i>                 | <i>Requires Supervision</i> | <i>Irresponsible</i>              |
| <b>Initiative</b>    | <i>Resourceful &amp; Self Motivated</i> | <i>Industrious</i>                        | <i>Has Necessary Drive</i>  | <i>Does Only What Is Required</i> |
| <b>Personality</b>   | <i>Bland</i>                            | <i>Pleasing</i>                           | <i>Outgoing</i>             | <i>Magnetic</i>                   |
| <b>Leadership</b>    | <i>Inspirational</i>                    | <i>Able To Take Charge</i>                | <i>Good Team Member</i>     | <i>Incapable of Leading</i>       |
| <b>Attitude</b>      | <i>Enthusiastic</i>                     | <i>Positive</i>                           | <i>Generally Acceptable</i> | <i>Negative</i>                   |
| <b>Judgment</b>      | <i>Lacking</i>                          | <i>Needs Experience</i>                   | <i>Usually Sound</i>        | <i>Always Sound</i>               |
| <b>Verbal</b>        | <i>Eloquently Fluent</i>                | <i>Excellent Grammar &amp; Vocabulary</i> | <i>Satisfactory</i>         | <i>Limited</i>                    |
| <b>Integrity</b>     | <i>Always Trustworthy</i>               | <i>Generally Reliable</i>                 | <i>Sometimes Lacking</i>    | <i>Cannot Be Trusted</i>          |

What do you believe is this person's greatest ability? \_\_\_\_\_

What do you believe this person could improve upon? \_\_\_\_\_

*Please add any additional comments on the reverse side*

**Overall Employment Recommendation (Please Circle)**

**HIGHLY RECOMMEND**

**RECOMMEND**

**DO NOT RECOMMEND**

Print Name \_\_\_\_\_ Signed \_\_\_\_\_

Scouting Position \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Date \_\_\_\_\_  
 (If applicable)

Camp Crooked Creek operated by the Lincoln Heritage Council, Boy Scouts of America hires over 80 seasonal staff members each summer. This staff is responsible for hosting over 3,000 Scouts and adult leaders for six weeks during the summer season. Summer camp is often the pinnacle of a Scout's experience. The success of Camp Crooked Creek is largely determined by the quality of staff. Mature, competent, top-flight people are required to fulfill this important responsibility. We would greatly appreciate your frank evaluation of this applicant.

Completed reference forms should be mailed to:  
Sam Swope Scout Center, Attn: CCC Camp Director, 12001 Sycamore Station Place, Louisville, Kentucky 40299