

North Florida Council, BSA  
521 Edgewood Ave. South  
Jacksonville, FL 32205

Camp Shands  
1453 Baden Powell Rd  
Hawthorne, FL 32640



## **Camp Shands Season Camp Staff Application**

Thank you for your interest in joining our family! Camp Shands has been in operation since 1967. During this time, thousands of youth and adults have enjoyed unique experiences. As a staff member you would be continuing this long line of experiences while creating some of your own. Opportunities to serve scouting as a member of a seasonal camp staff are available to outstanding applicants.

As a Camp Shands staff member, the job is demanding and the experience is exhilarating! The benefits of being a Camp Shands Staff Member includes learning new skill sets with public speaking, teaching, and leadership. Some positions will lead you to be certified as a lifeguard, Cope/Climbing Instructor, etc. As a staff member you can impact the lives of others, over 60% of the campers are there for the first time. You can be that role model that carries them through the path to Eagle!

### **Requirements for joining the Camp Shands Staff:**

- Any person wanting to be considered for employment must submit this application. This includes any person wishing to be paid, counselor in training or volunteer.
- The preferred minimum age required is 16. Candidates that are 14 and 15 years old may apply to be unpaid counselors in training. Boy Scouts of America standards require age 21 minimum for some positions as indicated in the camp positions list.
- Applicants must be registered members of the Boy Scouts of America or agree to become registered before employment begins.
- Applicants accepted for employment are hired on a temporary basis and employment is based upon the continued satisfaction and needs of the camp.
- Salary is based on position responsibility with consideration given to the individual's experience.
- All Camp Shands employees working in the United States are required to complete the Employment Eligibility Verification (I-9) form.
- All Camp Shands staff members must successfully pass a level two background check and drug test prior to start of any staff developments and/or position including CITs and volunteers.
- Employment positions are open to all within our guidelines regardless of race, creed, gender, national origin, age, marital status or sexual orientation.

### **Application Instructions:**

- Review the list of jobs, indicate your four preferences, and complete the entire application even if you have worked at Camp Shands before. Applicants who list a variety of job preferences have a better chance at placement than those listing one choice.
- Send your application soon. Opportunities for employment are better for those who apply early. Camp Shands will notify you to schedule an interview (check your email often). Director selection will begin in October and general staff will begin in January.

**BASIC PERSONAL INFORMATION**

Name: \_\_\_\_\_ (Preferred) \_\_\_\_\_

Age (at the start of camp):  14-15  16-17  18-20  21+

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Email (if under 18 years): \_\_\_\_\_

**POSITION PREFERENCES** (Please choose your top four positions)

**Support Staff**

- \_\_\_\_\_ Camp Director
- \_\_\_\_\_ Health Officer
- \_\_\_\_\_ Commissioner
- \_\_\_\_\_ Provisional SM
- \_\_\_\_\_ Assistant Ranger
- \_\_\_\_\_ Office Clerk
- \_\_\_\_\_ Food Service Manager
- \_\_\_\_\_ Ass't Food Service Manager
- \_\_\_\_\_ Food Service Staff
- \_\_\_\_\_ Trading Post Manager
- \_\_\_\_\_ Trading Post Clerk

**Program Directors**

- \_\_\_\_\_ Program Director
- \_\_\_\_\_ Ass't Program Director
- \_\_\_\_\_ Aquatics Director
- \_\_\_\_\_ Pool Director
- \_\_\_\_\_ Waterfront Director
- \_\_\_\_\_ GBB Director
- \_\_\_\_\_ ODS Director
- \_\_\_\_\_ COPE & Climbing Dir
- \_\_\_\_\_ Expedition Director
- \_\_\_\_\_ Ecology Director
- \_\_\_\_\_ Media Director
- \_\_\_\_\_ Shooting Sports Director
- \_\_\_\_\_ Handicraft Director
- \_\_\_\_\_ ATV Director

**Program Instructors**

- \_\_\_\_\_ Aquatics
- \_\_\_\_\_ GBB
- \_\_\_\_\_ ODS
- \_\_\_\_\_ COPE/Climbing
- \_\_\_\_\_ Ecology
- \_\_\_\_\_ Media
- \_\_\_\_\_ Shooting Sports
- \_\_\_\_\_ Jr Shooting Sport
- \_\_\_\_\_ Handicraft
- \_\_\_\_\_ ATV

**AVAILABLE WEEKS**

Please indicate the weeks you are available.

- \_\_\_\_\_ Pre-Week                      5/25 - 5/29
- \_\_\_\_\_ Week 1                        6/1 - 6/7
- \_\_\_\_\_ Week 2                        6/8 - 6/12
- \_\_\_\_\_ Week 3                        6/14 - 6/20
- \_\_\_\_\_ Week 4                        6/21 - 6/27
- \_\_\_\_\_ Week 5                        6/28 - 7/4
- \_\_\_\_\_ Week 6                        7/5 - 7/11
- \_\_\_\_\_ Week 7                        7/12 - 7/18

**HEAR ABOUT CAMP SHANDS!**

How did you learn about working at Camp Shands?

- Referred by: \_\_\_\_\_
- Previous Camp Shands experience
- Former Camp Shands staff member
- Job fair or College job posting
- Camp Shands internet resources
- Scouting event: \_\_\_\_\_
- Other: \_\_\_\_\_

***For Office Use Only***

Date Interviewed: \_\_\_\_\_ By: \_\_\_\_\_ Hired: YES NO Salary: \$ \_\_\_\_\_

Paid  CIT  Volunteer

Position: \_\_\_\_\_ Dates of Contract: \_\_\_\_\_

Comments:

**SCOUTING EXPERIENCE**

Are you currently registered with the BSA?       Yes       No      Council: \_\_\_\_\_

Unit #: \_\_\_\_\_ Current Position: \_\_\_\_\_ Rank: \_\_\_\_\_

Length of time as a Scout: \_\_\_\_\_ As an adult: \_\_\_\_\_

Please list any experience as a summer camp participant including the camp name: \_\_\_\_\_

\_\_\_\_\_

Do you hold any of the relevant certifications?

- CPR
- First Aid
- NRA
- EMT
- Lifeguard
- Swimming Water Rescue
- Climbing Level I or II
- COPE Level I or II
- CPR Professional Rescuer (BLS)
- National Camp School

The position for which you are applying requires long, intensive and irregular work hours. Do you have any physical limitations that preclude you from performing any work?       Yes       No

Have you ever lived away from home?       Yes       No

**WHY DO YOU WANT TO WORK AT CAMP?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Employer: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Primary Responsibilities: \_\_\_\_\_

Have you ever been discharged or asked to resign from any job?       Yes       No

Please list any camp staff experience including position, camp name and dates: \_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES**

Please include below at least one reference from your unit leader (Scoutmaster, Crew Advisor, etc.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

**SIGNATURES**

*NOTE: Applicants are not required to give any information on this form that is prohibited by federal, state, or local law.*

You are expected to reside in housing provided by the camp. Family housing is not provided. Camp 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 principals of the organization, subscribe to the Scout Oath, Promise, Law and Declaration of Religious Principle. I agree to be loyal, to cooperate fully with all of the BSA policies, program, and management including those described in this application. I further agree to submit a complete Health and Medical Record upon arrival, if selected.

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 and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Mail Application to**  
Camp Shands  
Seasonal Personnel  
1453 Baden Powell Rd  
Hawthorne, FL 32640

**Email Application to**  
camp.shands@scouting.org

## Classes Offered

Please use the list below to check off any classes you have experience or interest in teaching

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> American Business    | <input type="checkbox"/> Crime Prevention     | <input type="checkbox"/> Pistol              |
| <input type="checkbox"/> American Cultures    | <input type="checkbox"/> Emergency Prep       | <input type="checkbox"/> Pottery             |
| <input type="checkbox"/> American Labor       | <input type="checkbox"/> Environmental        | <input type="checkbox"/> Reptile & Amp Study |
| <input type="checkbox"/> Archeology           | <input type="checkbox"/> Science              | <input type="checkbox"/> Rifle               |
| <input type="checkbox"/> Archery              | <input type="checkbox"/> Fingerprinting       | <input type="checkbox"/> Robotics            |
| <input type="checkbox"/> Art                  | <input type="checkbox"/> Fire Safety          | <input type="checkbox"/> Rowing              |
| <input type="checkbox"/> Astronomy            | <input type="checkbox"/> First Aid            | <input type="checkbox"/> Salesmanship        |
| <input type="checkbox"/> ATV experience       | <input type="checkbox"/> Fish & Wildlife Mgmt | <input type="checkbox"/> Scout Ranks         |
| <input type="checkbox"/> Basketball           | <input type="checkbox"/> Fishing              | <input type="checkbox"/> experience          |
| <input type="checkbox"/> Blacksmithing        | <input type="checkbox"/> Geocaching           | <input type="checkbox"/> Scouting Heritage   |
| <input type="checkbox"/> experience           | <input type="checkbox"/> Indian Lore          | <input type="checkbox"/> Search & Rescue     |
| <input type="checkbox"/> Camping              | <input type="checkbox"/> Kayaking             | <input type="checkbox"/> Shotgun             |
| <input type="checkbox"/> Canoeing             | <input type="checkbox"/> Leatherwork          | <input type="checkbox"/> Signs, Signals &    |
| <input type="checkbox"/> Chess                | <input type="checkbox"/> Lifesaving           | <input type="checkbox"/> Codes               |
| <input type="checkbox"/> Cit in the Community | <input type="checkbox"/> Mammal Study         | <input type="checkbox"/> Small Boat Sailing  |
| <input type="checkbox"/> Cit in the Nation    | <input type="checkbox"/> Moviemaking          | <input type="checkbox"/> Space Exploration   |
| <input type="checkbox"/> Cit in the World     | <input type="checkbox"/> Nature               | <input type="checkbox"/> Swimming            |
| <input type="checkbox"/> Climbing             | <input type="checkbox"/> Orienteering         | <input type="checkbox"/> Wilderness Survival |
| <input type="checkbox"/> Communications       | <input type="checkbox"/> Photography          | <input type="checkbox"/> Woodcarving         |
| <input type="checkbox"/> Cooking              | <input type="checkbox"/> Pioneering           |  |

## POSITION DESCRIPTIONS

Use this page to give us a better understanding of your interest.

Anyone seeking to become an instructor we recommend being First Class or higher.

Note: some positions require a minimum age or special training requirement as denoted.

21+ years of age\* | 18+ years of age\*\* | Training+

### Camp Director\*\*

*Is responsible for the overall operations of the camp including hiring, training and leading all staff.*

### Camp Commissioner\*

*Is responsible for the logistics of the camp along with being the liaison between campers and staff.*

### Office Clerk

*Is responsible for the front office and all administrative elements of the camp. This person must have a high degree of professionalism and excellent customer service.*

Office Manager\*

Office Clerk\*\*

### Assistant Ranger\*\*

*Is responsible for maintenance of the camp.*

### Provisional SM\*

*Is responsible for establishing a troop like environment and leadership to Scouts and adult leadership trainings.*

### Medical

*Provides trained medical support as needed. EMT, Nurse, or similar certifications desired.*  
Health Officer\*+

### **Food Service**

*Is responsible for providing an exceptional dining experience for our campers, including meal preparation and kitchen operations.*

Food Service Manager\*+  
Assistant Food Service Manager\*\*+  
Food Service Staff

### **Trading Post**

*Is responsible for the camp's retail and concession operations and teaching related merit badges.*

Trading Post Manager\*\*  
Trading Post Clerk

### **Program Director**

*Is responsible for the overall program of the camp including hiring, training and leading all staff.*

Program Director\*+  
Assistant Program Director\*\*

### **Aquatics**

*Is responsible for teaching a variety of aquatic based activities and all staff are required to be trained annually as a BSA Lifeguard (we provide the training). Apply early as training begins in April.*

Aquatics Director\*+  
Asst. Waterfront Director\*\*+  
Asst. Pool Director\*\*+  
Aquatics Instructor

### **GBB (First Year Camper Program)**

*Is responsible for teaching first year Scouts the importance of Scouting. This program will focus on rank advancement up to First Class. Basic Scout skills are a must.*

GBB Director\*\*  
GBB Instructor

### **Outdoor Skills (ODS)**

*Is responsible for teaching the values and skills of the outdoors. Basic Scout skills are a must.*

ODS Director\*\*  
ODS Instructor

### **COPE & Climbing**

*Is responsible for facilitating high altitude and team building experiences. Must not have a fear of heights.*

COPE & Climbing Director\*+  
COPE & Climbing Instructor

### **Floridian Expedition**

*Is responsible for driving, care of money and receipts and must be able to maintain a high level of enthusiasm. A valid drivers licenses is a must and basic photo skills preferred.*

Expedition Director\*+

### **Ecology**

*Is responsible for teaching Scouts about nature, conservation and inspiring Scouts how to protect it.*

Ecology Director\*\*  
Ecology Instructor

### **Shooting Sports**

*Is responsible for teaching shooting type activities. All staff must be a certified NRA and/or USAA instructor or before applying for the position.*

Shooting Sports Director\*+  
Shooting Sports Instructor\*\*+  
Shooting Sports Jr Instructor

### **Handicraft**

*Is responsible for teaching Scouts to use their imagination to build, mold, paint, and color.*

Handicraft Director\*\*  
Handicraft Instructor

### **ATV**

*Is responsible for the maintenance, care and instruction of the ATV program. They will teach Scouts proper handling, gestures, and techniques needed to safely operate and ride an ATV.*

ATV Director\*+  
ATV Instructor\*\*