



# CAMP HORNE

## 2023 Seasonal Staff Application

### Information About Employment

Camp Horne has housed Scouting programs since it opened in 1924. Major program features are along the shorelines 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 a 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, 2023.*

### Requirements for Employment

- ▶ **SUBMIT A COMPLETE APPLICATION** – Review the list of jobs in the various areas of Camp, indicate three preferences, and complete the entire application.
- ▶ **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 (**not** a parent/relative). 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). Obtain 1<sup>st</sup> Class Rank. 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 camping season (May 30 - July 1, 2023). Additional training will be required (Staff Weekends) and other sessions of camp may be added as per programming needs.

### About working at Camp Horne

- ▶ As a facility of the Black Warrior Council, 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 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.
- ▶ All employees are required to 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 February 24, 2023. You will be notified for an interview by the Camp Director.**

**Black Warrior Council**

**PO Drawer 3088**

**Tuscaloosa, AL 35403**

**Applicant Information**

<b>Last Name:</b>		<b>First Name:</b>		<b>M.I.:</b>
<b>Address:</b>				<b>Appt #:</b>
<b>City:</b>			<b>State:</b>	<b>ZIP Code:</b>
<b>Home Phone:</b>		<b>Best Time To Call:</b>		<b>Date of Birth:</b>
<b>Cell Phone:</b>		<b>Best Time To Call:</b>		<b>Age:</b>
<b>Email Address:</b>				
<b>Name of College (if applicable):</b>			<b>College Major:</b>	

**Scouting Background**

<b>Currently Registered in:</b> Troop Crew Team #		<b>Current Leadership Position:</b>		<b>BSA ID #</b>
<b>Council/District:</b>		<b>Years of Tenure (Adult):</b>	<b>Years of Tenure (Youth):</b>	<b>Highest Rank Achieved:</b>
<b>Order of the Arrow Membership:</b> __No __Ordeal __Brotherhood __Vigil Honor		<b>OA Leadership Positions Held:</b>		
<b>BSA or Red Cross Lifeguard Certification:</b>		<b>NRA Certification:</b> (list certification and dates)		<b>CPR Certified:</b>

**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?**

**Please list merit badges you feel qualified to teach or to help teach. List any other special skills you possess.**

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 Director	18
	Cook#	21		Shooting Sports Staff	18
	Chaplain#	21		Trailblazer Director	17
	Health Officer (EMT, Nurse)#	21		Trading Post Staff	16
	Aquatics Director*	21		Commissary Staff	15
	Climbing Director*	21		Camp Clerk	15
	Shooting Sports Director*	21		Ecology Staff	15
	Commissary Manager	17		Handicraft Staff	15
	Ecology Director#	18		Aquatics Staff	15
	Handicraft Director	18		Scout Skills Staff	15
	Outdoor Skills Director#	18		Trailblazer Staff	15
	Trading Post Manager	18		Trail to Eagle Staff	15
	Trail to Eagle Director	18			
	Climbing Staff	18		Counselor in Training%	14

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

*# National Camp School certificate or equivalent training with NCAP Waiver or NCAP acceptable definition of position.*

*% Counselors in Training (CITs) are unpaid members of staff yet receive housing and meals. This program requires attendance at Staff Training Dates and one or more weeks to be agreed upon by the CIT, his/her parent/guardian, and the Camp Director as listed on Letter of Agreement. Must be 1st Class/Discovery Rank.*

**I will meet the minimum age requirement by June 11, 2023:** \_\_\_\_\_ YES \_\_\_\_\_ NO

**I will be available for the complete time of service (May 30-July 1) 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 \_\_\_\_\_

## 2023 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:**

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

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

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

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**Recommendation:** \_\_\_\_\_ **Recommend** \_\_\_\_\_ **Recommend with conditions** \_\_\_\_\_ **Do not recommend**

**Print Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_