



Jayhawk Area Council
1020 SE Monroe St, Topeka, KS 66612
785.354.8541



The Jayhawk Area Council offers several unique employment opportunities at Falley Scout Reservation. Opportunities are available to outstanding applicants regardless of race, color, religion, sex, national origin, age (some restrictions), marital status, veteran status or the presence of a health problem or disability, unrelated to one's ability to perform the job requested.

GENERAL REQUIREMENTS

- **MINIMUM AGE:** Staff must be at least 15 years old on or before contract start date
- **NATIONAL CAMPING STANDARDS:** Require minimum ages of 16, 18 and/or 21 for certain Camp Staff positions.
- **REGISTRATION IN SCOUTING:** All staff must be a registered member of BSA. Registration can be secured at the time of hire.
- **STANDARD OF CHARACTER:** Staff members must meet necessary standards of ability and moral conduct, as established by investigation of references. The Scout Oath and Law are the "living rules" of the camp community. The staff member is expected to live up to these ideals, with real concern for the positive development of young people.
- **UNIFORMS:** Staff are expected to set an example of excellence, which includes proper uniform wear.
- **SALARIES:** These are based on the position, responsibility, tenure, and qualifications.
- **CONTRACT LENGTH:** This will vary depending on position and needs of the Reservation. There is no guarantee that you will be hired for your first-position choice. Always put a second choice.
- **TRAINING:** All staff members must report on time for staff training and stay through the entire season.
- **INTERVIEWS:** For most Camp Staff applicants, interviews will be conducted during the month of December but can go to February. Phone interviews will be conducted where distance is a problem.
- As a condition of employment, applicants must have a **medical examination**, due to our office by May 15th, 2021.

Please complete this application form in detail, with references, and return it to the Council Service Center at the above address. Choose your position choices carefully, based on qualifications listed on this form. You may also wish to attach a resume.

Section 1- Personal Information *(please write legibly)*

Applicants are not required to give any information on this form that is prohibited by Federal, State, or Local Laws.

LEGAL NAME:	NICKNAME:
MAILING ADDRESS:	
CITY/STATE:	ZIP CODE:
HOMEPHONE # :	CELL PHONE # :
AGE AS OF JUNE 2021:	EMAIL:
DATE OF BIRTH:	PARENT EMAIL <small>(required for 18 & under)</small>
Are you currently registered with a Scout unit in BSA? <input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes) Your BSA Member # :

For Council Program Executive Use

Interview Date	
Position(s)	
Salary	
Start Date – End Date	
Must Attend National Camp School?	Section:

Section 2 – WHY DO YOU WANT TO SERVE ON CAMP STAFF? *(please write legibly)*

Please use the space below to describe why you want to serve on camp staff and what contribution you feel you could make. Please print using black or blue ink or you can attach a typed sheet. *(use back side for more room if needed)*

Section 3 - KNOWLEDGE

Please circle or highlight the areas that you have experience in:

- | | | | |
|---------------------|-------------------|------------------|-----------------|
| Archery | COPE | Insect Study | Rifle |
| Astronomy | Counseling | Kayaking | Robotics |
| ATVs | Customer Service | Leatherwork | Rocketry |
| Basketry | Drawing | Lifesaving | Rowing |
| Bird Study | Electricity | Mammal Study | Shotgun |
| Camp Wide Games | First Aid | Metalwork | Skits/Theater |
| Campfire Program | Fishing | Meteorology | Song Leading |
| Camping | General Sports | Orienteering | Survival Skills |
| Canoeing | Geocaching | Painting | Swimming |
| Climbing/Rappelling | Geology | Pioneering | Training |
| Conservation | Health and Safety | Public Relations | Woodcarving |
| Cooking | Hiking | Religion | Woodworking |

Section 4 - EDUCATION & TRAINING HISTORY

EDUCATION <i>(School names & location)</i>	
High School:	Year of Graduation:
College:	Major:
Technical/Vocational:	

*Required training See page 6 for further details on training

	YES	NO	Year / Type	Expires
National Youth (NYLT)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Adult Leader Training	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
National Camp School	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Wood Badge	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
*Trainers Edge	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
*Youth Protection (YPT)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
*CPR	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
*First Aid	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Lifeguard (BSA)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
EMT/Nurse	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
*Food Handler Certification	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Section 5 - SCOUTING EXPERIENCE

As a condition of employment, you MUST be a registered member of the BSA, we will register you if you are not already.

Number of years in Adult capacity:		Positions held:		
Number of years Youth experience as:	Cub Scouts _____	Scouts BSA _____	Exploring / Venturing _____	Other _____
Highest Rank Attained:	Are you a member of the OA? <input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, what OA rank? <input type="checkbox"/> Ordeal <input type="checkbox"/> Brotherhood <input type="checkbox"/> Vigil	
What is your present leadership position in Scouting?				
SUMMER CAMPS ATTENDED				
Camp:			# of years:	
Camp:			# of years:	
EMPLOYMENT/CAMP EMPLOYMENT EXPERIENCE				
Employer:	Position:	Phone:	May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N	
Employer:	Position:	Phone:	May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N	
Employer:	Position:	Phone:	May we contact? <input type="checkbox"/> Y <input type="checkbox"/> N	
List of Merit Badges earned to date and other awards (can be attached separately).				

Section 6 BACKGROUND

Have you ever been convicted of a crime? If yes, explain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What non-Scouting (i.e. school, church, & community) awards or positions do you hold?		
What other non-profit organizations do you actively volunteer for? What sort of activities?		

Section 7 REFERENCES

*List three references (not relatives or supervisors) – **addressed MUST be completed** (street address, city, state, zip)*

Name:	Relationship:	Address	Phone #
1.			
2.			
3.			

This is to inform you that as part of our processing procedure, a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.

Section 8 DISCLAIMER & SIGNATURES

Applicants are subject to background investigations, including criminal background checks.

In compliance with federal law, all persons hired will be required to verify their identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Please read carefully before signing:

I attest with my signature below that I have given the Jayhawk Area Council, Boy Scouts of America, true and complete information on this application. No requested information has been concealed. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the results of any investigation may be disclosed to other employees involved in the hiring process and I consent to the dissemination of the results of any investigation to such employees. I authorize the Jayhawk Area Council, Boy Scouts of America, to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Jayhawk Area Council, Boy Scouts of America, to hire me. If I am hired, I understand that either the Jayhawk Area Council, Boy Scouts of America, or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative other than the Scout Executive has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

Signature of Applicant: _____ Date: _____

Parent/Guardian Signature _____ Date _____
(for applicant under 18 years of age)

Camp Staff Additional Information

The minimum age requirement for paid camp staff is 15 years by the start of camp. Counselors in Training (Age 14) may work one or more weeks at the discretion of the Camp Director. Scouts under the age of 18 will be given higher consideration if Eagle Scouts. Applicants must be registered members of the BSA or agree to become registered before employment may be offered. The staff sets an example of the finest in Scouting, including the proper wear of the complete field uniform. Staff members agree to report on time for training and remain until the season ends.

Review the list of jobs and program area assignments. Indicate your preferences on this application supplement. This supplemental packet must be submitted along with the formal application.

All applicants are considered for all positions without regards to race, color, religion, sex, national origin, age, marital status, veteran status or the presence of a health problem or handicap that is unrelated to the person's ability to perform the job assigned. The Jayhawk Areas Council, BSA is an EQUAL OPPORTUNITY EMPLOYER.

Minimum Age 15	Minimum Age 18	Minimum Age 21
Outdoor Skills Staff (15) Handicraft Staff (15) Baden Powell Staff (15) Ecology Conservation Staff (15) Trading Post Staff (15) Minimum Age 16 Shooting Sports Staff (16) OA Coordinator (16) Kitchen Staff (16) ATV Staff (16) Aquatics staff (16) COPE In training (16)	Camp Commissioner (18) Outdoor Skills Director (18) Handicraft Director (18) Baden Powell Director (18) Ecology Director (18) COPE/Climbing Staff (18) Archery Instructor (18) Trading Post Manager (18) Assistant Kitchen Director (18) Aquatics Instructor (18)	Program Director (21) Camp Director (21) Medical Officer (21) Aquatics Director (21) COPE/Climbing Director (21) Shooting Sports Director (21) Chaplain (21) Kitchen Director (21) ATV Director (21)

I am interested in the following Position and/or Program Area

1st Choice	
2nd Choice	
3rd Choice	

STAFF AVAILABILITY

It is most desirable that staff members be able to serve the entire camping season. It is possible that some staff assignments can be part-time. **Hiring preference will be given to applicants who are available for the entire season.**

Required Availability Dates – To be a paid member of the FSR 2021 camp staff you **MUST** be available for the Staff Development/Training session (June 6th – June 10th, 2021) **NO EXCEPTIONS.**

If you cannot work any of the remaining sessions, you can still be a paid member of the summer camp staff. However, you will not be paid for the days/sessions missed.

All returning Camp Staff members are expected to arrive at camp from 2:00 – 5:00pm on Saturday, June 5th, 2021. First year staff will arrive on Saturday, June 5th, 2021 by noon. Management staff will arrive on Thursday, June 4th, 2021 by 4pm. We anticipate that staff will be dismissed by July 31st, 2021.

I would like to work Scouts BSA Camp weeks: _____ I would like to work Cub Scout Camp sessions: _____

Dates you are unavailable to work: _____

STAFF DESCRIPTION by PROGRAMS

ALL STAFF must be a registered BSA member (can be completed at hire), Youth Protection Trained, Workplace Harassment (this will be sent to you once hired), 50% need to be CPR/FIRST/AED certified and food handler certified (can be completed once hired).

Aquatics: Our Aquatics Director must be 21+ and hold a National Camp School certification, must hold a current lifeguard certification, and certified First Aid and CPR. Must live on site when youth or staff remain on the premises overnight per standard SQ-406. For aquatic area staff, must hold a valid lifeguard certification. If you are 16 years old (paid staff) are only to work at lifeguard for swimming activities (standard SQ-406 3).

Archery Range: This is under the supervision of the Shooting Sports Director. Must be 18+. All staff must be trained by a range supervisor or firing line supervisor who is a USA Archery Level 1 or higher instructor.

ATV Director/Staff: ATV course must operate with 2 staff members. ATV Director 21+ and an ATV Instructor 16+. The ATV Director will need to hold an ATV Safety Institute's instructor certification. ATV Director needs to have experience driving an ATV, novice is not accepted. All other ATV staff must have been trained by an ATV Safety Institute certified instructor. All ATV staff must be familiar with applicable outdoor ethics principles and conservation limits on ATV activities.

Camp Director: Must be 21+ and have a valid certificate of training from the National Camping School. They will work closely with the Staff Advisor to ensure all needs are taking care of for the camp staff. Camp Director is the main person for all situation. If there is no resolution, then the Staff Advisor will step in. Camp Director leads camp staff meetings daily, notifying all staff of changes, and make sure orders are placed for kitchen, program supplies, etc. with the Staff Advisor.

Chaplain: Is encouraged to participate in the Chaplain section of National Camping School or Chaplain's course.

Commissioner: Be 18+ and have a valid certificate of training from the National Camping School; or Be 21+ and have six months' service as an active and trained commissioner in the BSA. They also have the Council Commissioner's approval in writing and have been trained by the Camp Director with NCS training. They communicate to the units and Scouts, conduct campsite checks, and host meetings with the leaders.

COPE & Climbing: Our COPE Director must be 21+ and hold a National Camp School certification or a Level II COPE or climbing instructor certification. If you are wanting to assist, you must be 18+, hold a COPE Level I Instructor training and COPE & Climbing foundation Level I.

Ecology: Must be 18+ and have attended National Camping School. College students or teachers trained in such fields as forestry, soil and water conservation, fish and wildlife, earth science, ecology, environmental specialties, etc., are considered to have equivalent training. Students who have completed their sophomore year in college with a major in one of the above fields and have worked actively for one or more summers in a nature center or conservation-oriented staff position in a summer camp may be considered to have equivalent training. Staff who are 15+ should have knowledge and understanding of the above.

Handicraft: Handicraft Director must be 18+. All Handicraft staff must be trained by Camp Ranger how to operate hand tools. They should have knowledge and skills in basketry, potter, wood carving, wood working, and leatherwork.

Health Officer: Must be 21 +, certified EMT, Doctor, RN, LPN, LVN, Paramedic, Emergency Medical Technician, or Emergency medical responder. Health Officer will be housed in the health lodge at attached to the camp office. Certifications must be on file. Training with BSA online must be completed.

Kitchen: Our kitchen staff consist of one supervisor (21+), one assistant director (18+), and two to three staff members (16+). Their main job is to prepare for all meals (breakfast, lunch, dinner). Meals are designed around the interests and needs of our campers. Our menu is approved by a license food nutritionist pre standard FS-601. We accommodate all dietary needs. Start of your day is approximately 5:30 am, break at 1pm, return around 3:15pm and done at 6:30pm.

Outdoor Skills: Must be 18+ and have attended National Camping School. “Equivalent life skills” may include but are not limited to Scouting experience as a Scouts BSA or outdoor Venturing crew leader and having earned and taught merit badges offered in outdoor skills area or having earned the National Medal for Outdoor Adventure or the Venturing Ranger Award or similar life experience; or completion of college courses in outdoor skills topics. Mere completion of the outdoor skills merit badges is not sufficient by itself. Staff who are 15+ should have knowledge and understanding of the above.

Program Director: Our Program Director must be 21+ and hold a National Camp School certification. They oversee all program areas and help to assure all needs are being met.

Shooting Sports: Shooting Sports Director must be 21+ and hold a National Camp School certification. Must be in camp when firearms are being used. The shooting sports director must hold current NCS and NRA or USAA credentials in each discipline offered at the camp.

Trading Post: The manager must be 18+ and one helper 15+. The manager is to inventory items, stock shelves, clean shelves. Both staff members must have a valid food handler certificate as food and drink are sold. Communicate to the Camp Director if things are running low. Operate a slushie machine, popcorn machine, pop machine, and small oven.