

# CAMP RESOLUTE

*We Do More!*

**Knox Trail Council**  
Boy Scouts of America



Dear Potential Camp Resolute Staff Member:

Thank you for your interest in employment with Camp Resolute. Are you ready for the experience of a lifetime? What do you think about the opportunity to help others and make a change in another's life, not to mention your own life? More than 2,000 children from MetroWest will come through our gates, and you could be that one person who will have a positive impact on them. Enclosed you will find the materials you need to complete to become a part of our camp family.

**What do we expect from our summer program staff members?** Typically, Camp Resolute summer program staff have work and/or volunteer experience in Scouting, teaching, and/or youth programming. (Previous experience in Boy Scouting is not required.) Regardless of your previous work and/or volunteer experience, successful employment at Camp Resolute requires certain personal attributes, including:

**Friendliness/Open Mindedness**  
**Creativity**  
**Interest in teaching and learning**  
**Positive Attitude**

**Patience**  
**Enthusiasm**  
**Flexibility**  
**Willingness to have FUN!**

We believe that Camp Resolute programs and services give us the opportunity to positively impact our community. For that reason, we consider a positive attitude and the ability to be friendly and caring toward youth and adults to be as important as previous education, training, or certification.

### **What are the benefits of working at Camp Resolute?**

- **Weekly salary** (extremely competitive)
- **Lodging** (two-person wall tent or cabin for resident camp staff members)
- **Meals** (all food is provided Sunday lunch through Saturday breakfast for resident camp staff members)
- **Shirts** (Camp Resolute staff T-shirts and polo shirts are provided at no charge)
- **Day off** (have at least 24 hours off each week and two weekends with 36 hours off for resident camp staff)
- **Training** (6 days of PAID staff training)
- **Access to private staff lounge, TV/DVD, wireless internet, washer/dryer, and more**

We are excited that you are interested in working with us. If you have any questions, please feel free to contact me at 508-872-6551 ext. 224 or [rick@campresolute.org](mailto:rick@campresolute.org).

Yours in Scouting,

Rick Riopelle  
Reservation Director

75 Hudson Road  
Bolton, MA 01740

978-779-2777  
978-779-9846 fax  
[wedomore@campresolute.org](mailto:wedomore@campresolute.org)  
[www.campresolute.org](http://www.campresolute.org)



## **CAMP RESOLUTE STAFF HIRING PROCEDURES**

The following steps outline the hiring process of Camp Resolute:

### **Application is made to the Camp Director**

1. Completed current year staff application is sent and received by the Reservation Director
2. Three positive recommendations are received
3. Applicant is interviewed by the Reservation Director and leadership team members
4. Applicant is notified if he/she is being considered for a position
5. Applicant provides completed, signed CORI & SORI forms, Voluntary Disclosure Statement, as well as Boy Scouts of America membership application (if not already registered)
6. Background checks are performed according to the mandated policy of the Commonwealth of Massachusetts
7. Clear background check results indicate a possible move to the contract stage in the hiring process
8. Until background check results are received, or if the background results are not cleared, then the staff are not permitted to supervise campers, and procedures mandated by the Commonwealth or Massachusetts are followed
9. Seasonal work agreements are sent to applicants being offered a position on the camp staff by the Reservation Director
10. Completed seasonal work agreements and other required paperwork are returned to the camp to indicate your acceptance of the position offered

### **Prospective Staff Background Check Procedure**

1. Applicant completes and submits the CORI, SORI and Voluntary Disclosure Statement forms
2. Background checks are performed in compliance with procedures mandated by the Commonwealth of Massachusetts
3. Results are received and reviewed by CORI authorized individuals at the camp's headquarters office
4. If the background check is clear, the hiring process continues
5. If the background check is not clear, the staff member involved will be notified and policies mandated by the Commonwealth will be followed. The staff member in question will not be permitted to be with the campers until either the matter is resolved, or it is determined that the staff member is not fit to work with children, in which case the hiring process will cease for them
6. The Reservation Director makes the final determination in hiring individuals

# 2013 Application for Employment

Camp Resolute  
 We Do More!  
 www.campresolute.org

Knox Trail Council  
 Boy Scouts of America  
 www.ktc-bsa.org



Name \_\_\_\_\_

It is the goal of the Knox Trail Council to provide those who attend our camps with an unparalleled experience. We are seeking dedicated people willing to serve the youth of our communities by joining this year's summer camp staff. Compensation for employment is keen, the jobs demanding, and the experience unrivaled.

**The standards of the Scout Oath and Law will serve as a guide for all staff conduct. The use of alcohol or illegal drugs will not be tolerated during the period of service on staff. The use of tobacco (by adults) is restricted to areas where employees are not in contact with Scouts or their leaders. The staff will set an example of excellence in Scouting which includes the proper wearing of the full uniform and the proper use of equipment while in camp.**

All summer program staff, *paid or volunteer*, are required to provide the camp, upon their arrival, with a current health history and the results of an up-to-date physical examination per current BSA policy. The Federal Immigration and Control Act (enacted on November 6, 1986) requires all employers to verify that each applicant is legally authorized to work in the United States. You will be required to provide documents to verify your eligibility as required by this law. All employees will be subject to Criminal Offender Registry Inquiry (CORI) and Sexual Offender Registry Inquiry (SORI) background checks. *Any offer of employment will be conditional upon applicant's CORI and SORI checks.*

Applicants must be registered members of the Boy Scouts of America or agree to become a member before employment may be offered. The camp staff must set an example of excellence in Scouting which includes owning and wearing the proper BSA uniform at all times.

Mail your application early. Opportunities for employment are better for those who apply early.

Mail this completed application to: Knox Trail Council, BSA, 490 Union Avenue, Framingham, MA 01702

## PERSONAL INFORMATION – Please PRINT all information requested –

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
 Alternate Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Alternate Phone (\_\_\_\_) \_\_\_\_\_ Best Time to Call \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Preferred mailing address:  Home  Alternate

## SCOUTING EXPERIENCE

Currently registered in the BSA?  Yes  No If yes:  Pack  Troop  Crew # \_\_\_\_\_ Town \_\_\_\_\_  
 Council \_\_\_\_\_ District \_\_\_\_\_  
 Number of years in Scouting: \_\_\_\_ Cub Scouts \_\_\_\_ Boy Scouts \_\_\_\_ Explorers \_\_\_\_ Venturing \_\_\_\_ Girl Scouts  
 Jamboree/High Adventure Treks Attended: \_\_\_\_\_  
 Order of the Arrow Member?  Yes  No If yes:  Ordeal  Brotherhood  Vigil

### CAMP EXPERIENCE

#### Camps Attended

1. Camp: \_\_\_\_\_  As a youth  As a leader Number of years: \_\_\_\_\_  
2. Camp: \_\_\_\_\_  As a youth  As a leader Number of years: \_\_\_\_\_  
3. Camp: \_\_\_\_\_  As a youth  As a leader Number of years: \_\_\_\_\_

#### Camp Staff Positions Held (include any camp at which you have worked)

1. Position: \_\_\_\_\_ Year(s): \_\_\_\_\_ Camp: \_\_\_\_\_  
2. Position: \_\_\_\_\_ Year(s): \_\_\_\_\_ Camp: \_\_\_\_\_  
3. Position: \_\_\_\_\_ Year(s): \_\_\_\_\_ Camp: \_\_\_\_\_

### EDUCATIONAL BACKGROUND

	Name/Location	Yrs Attended	Graduate	Date	Major	GPA
Junior High	_____	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____

### EMPLOYMENT

(List current or most recent employer first)

Company Name	Supervisor's name	Mailing Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been fired or asked to resign from a job?  Yes  No

If yes, why? \_\_\_\_\_

If you are under 18 years of age, can you furnish working papers?  Yes  No

Are you permitted to be legally employed in this country?  Yes  No

### CERTIFICATIONS HELD

CPR  Yes  No Certifying Agency \_\_\_\_\_ Expiration Date \_\_\_\_\_  
First Aid  Yes  No Certifying Agency \_\_\_\_\_ Expiration Date \_\_\_\_\_  
BSA National Camping School Training (Indicate section and year your certificate expires) \_\_\_\_\_

### PERSONAL DATA

Experience with other youth organizations, clubs, events, etc. outside of Scouting \_\_\_\_\_

Do you use illegal drugs?  Yes  No

Do you have physical or mental disabilities, which would limit your ability to pursue strenuous activity while at camp?

Yes  No If yes, give details on separate sheet of paper

*Camp culture is unique! As a staff member you will be giving up a great deal of privacy and comfort, working long and demanding hours, adhering to camp policies which may be limiting and may not necessarily reflect your way of living (curfews, time off, lack of privacy, no consumption of alcohol, no smoking, etc.) Do you see a problem adapting to this type of lifestyle?  Yes  No*

## CAMP POSITION PREFERENCE

*Paid staff must be at least 16 years of age*

ALL EMPLOYEES SHOULD BE AVAILABLE FOR THE FULL SEASON - Exceptions must be requested during interviews.

**2013 Camp Staff Dates: June 30 through August 20**

I am interested in working at (check all that apply)  Day Camp  Resident Camp  Family Camp Weekends

### Reservation Staff Positions

#### Minimum age – 21

- Asst. Reservation Director Program
- Asst. Reservation Director Admin
- Asst. Reservation Director Support
- Health Officer

#### Minimum Age – 18

- Reservation Commissioner
- CIT Director
- Assistant Ranger

### Resident Camp Positions

#### Minimum age – 21

- Aquatics Director
- COPE/Field Sports Director
- Shooting Sports Director
- Provisional Scoutmaster
- Shooting Sports Instructor

#### Minimum Age – 18

- Archery Instructor
- Assistant Aquatics Director
- Climbing Instructor
- Ecology Director
- Scoutcraft Director
- Arts Center Director
- Trading Post Manager
- Dining Services Director

#### Minimum Age – 16

- Aquatics Instructor
- Ecology Instructor
- Scoutcraft Instructor
- Arts Center Instructor
- Field Sports Instructor
- Trading Post Clerk
- Kitchen Staff
- Administrative Assistant

### Day Camp Positions

#### Minimum age – 21

- Aquatics Director

#### Minimum Age – 18

- Archery Instructor
- Assistant Aquatics Director
- Shooting Sports Director
- Scout Skills Director
- Arts Center Director
- Den Leader Coordinator
- Asst. Health Officer

#### Minimum Age – 16

- Aquatics Instructor
- Ecology Instructor
- Scout Skills Instructor
- Arts Center Instructor
- Field Sports Instructor
- Trading Post Clerk
- Den Leader

### Family Camp Weekend Positions

#### Minimum age – 21

- Family Camp Director
- Aquatics Director

#### Minimum Age – 18

- Program Director
- Archery Instructor
- BB Range Instructor
- Asst. Health Officer

#### Minimum Age – 16

- Aquatics Instructor
- Nature Instructor
- Scout Skills Instructor
- Arts & Crafts Instructor
- Field Sports Instructor
- Kitchen Staff

Please indicate your experience for the position selected above (include merit badges earned) \_\_\_\_\_

\_\_\_\_\_

Why do you want to work at camp? \_\_\_\_\_

\_\_\_\_\_

All staff with the exception of day camp staff will be expected to reside in housing provided by the camp. Day camp staff members will be required to reside in housing provided by the camp for staff development week only. Summer housing is two person tents. Housing for married couples and their families is very limited. If you need family housing, attach a separate letter detailing extent of request giving age and sex of spouse and each dependant. Family housing will not be available without a written request approved by the Camp Director. Camp management reserves the right to enter your quarters for inspection at its discretion.

## REFERENCES

These references are required. Each reference must complete a reference form and return it to the Knox Trail Council. Special reference letters are welcome in addition to but not in place of the reference form. List three people (other than immediate family) who know you from work, school, church, or civic organization who can be contacted for more information.

Name	Relationship	Home Phone	Work Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### EXCERPT FROM THE BOY SCOUTS DECLARATION OF RELIGIOUS PRINCIPLE:

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. The Boy Scouts of America's policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to the Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of membership.

Do you agree with the Declaration of Religious Principle?  Yes  No

#### Scout Oath

On my honor I will do my best  
to do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

#### Scout Law

A Scout is:

Trustworthy	Loyal
Helpful	Friendly
Courteous	Kind
Obedient	Cheerful
Thrifty	Brave
Clean	Reverent

Do you agree to abide by the Scout Oath and Law?  Yes  No

I certify that the information I have provided is correct and that I have in no way attempted to deceive or provide misleading information. I understand that furnishing any misleading or incorrect information on this application or its attachments will be just cause for termination should I become employed by the Knox Trail Council. I hereby give permission to the persons and companies named on this application and its attachments to provide any pertinent information to the Knox Trail Council or its duly authorized representative except where otherwise indicated. I release said parties from all liability for any damages resulting from the issuance of such information. Conditions that affect employment availability dates (Philmont/other High Adventure 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.

ALL EMPLOYEES SHOULD BE AVAILABLE FOR THE FULL SEASON

Exceptions must be requested during interviews.

**2013 Camp Staff Dates: June 30 through August 20**

If selected as a staff member, the Knox Trail Council BSA can expect my loyalty to the camp and staff policies and procedures, 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 to which I am assigned. I am in good physical condition and, if employed, will provide a current BSA physical.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_  
(for applicants under 18 years of age)

DATE: \_\_\_\_\_

LEADER'S SIGNATURE: \_\_\_\_\_  
(for applicants under 18 years of age)

DATE: \_\_\_\_\_

Note: Interviews will be held on an individual basis. Any questions regarding this application or the application process should be directed to the Knox Trail Council at 508-872-6551.



**Knox Trail Council – Boy Scouts of America  
Camp Resolute Staff Reference**

Applicant's Name \_\_\_\_\_

As part of the summer camp program of the Knox Trail Council, BSA, Camp Resolute offers summer camp programs in an outdoor setting. The success of the program is due in large part to the seasonal staff that Camp Resolute hires. With your help, we hope to hire people of good character who can be entrusted with the responsibility of working with young people and adult leaders participating in our program. We appreciate your frank and careful evaluation of the applicant named at the top of this page.

In what capacity do you know this person? \_\_\_\_\_

How well do you know the applicant?  Very Well  Rather Well  Casually  Do not know this person

Give an example of this person's dependability and follow through. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How does this person respond to challenging situations? Is this person a strong leader? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How well does this person interact with and supervise children? If possible, give an example of an opportunity you have had to observe him/her with children. If you have not had this opportunity, please indicate how you think he/she would perform in this role. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any reason why we should not allow this person to work with children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, in your estimation, is this person's greatest ability? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, in your estimation, can this person improve upon? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation:  Highly recommend employment  Recommend employment  Do not recommend employment

Name (please print) \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please use the back of this sheet if necessary for additional comments. Return completed form to:  
**Knox Trail Council, BSA, Attn: Rick Riopelle, 490 Union Avenue, Framingham, MA 01702**



**Knox Trail Council – Boy Scouts of America  
Camp Resolute Staff Reference**

Applicant's Name \_\_\_\_\_

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

Are you aware of any reason why we should not allow this person to work with children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, in your estimation, is this person's greatest ability? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, in your estimation, can this person improve upon? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation:  Highly recommend employment  Recommend employment  Do not recommend employment

Name (please print) \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





**Knox Trail Council – Boy Scouts of America  
Camp Resolute Staff Reference**

Applicant's Name \_\_\_\_\_

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

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

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What, in your estimation, is this person's greatest ability? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What, in your estimation, can this person improve upon? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation:  Highly recommend employment  Recommend employment  Do not recommend employment

Name (please print) \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_