

STAFFING AT MAINE HIGH ADVENTURE

Thank you for your interest in working for Maine High Adventure, BSA (MHA) during the upcoming summer. We are very happy to invite you to apply...our base and program is a great place and way to spend the summer.

The focus of our MHA program is on providing safe, educational, and fun, backcountry experiences to our participants, via extended travel/camping treks. MHA is an accredited Boy Scouts of America (BSA) program of the Katahdin Area Council, BSA. Our trips are at least six days in length and the primary method of travel is canoe, although some crews opt to backpack all or part of their trek. Crew size is between seven and twelve people, including youth scouts, adult leaders and the MHA staff member assigned to each crew. Most of our crews come from Boy Scout troops and Venture Crews.



All staff are critical to the success of Maine High Adventure. Some jobs have more direct contact with the participants while others are essential for supporting the mission. Brief job descriptions and other employment related information is included with this application and can also be found online at www.mainehighadventure.org/employment.

Being part of a Maine High Adventure staff can be a great experience! We invariably have a staff of very interesting people with diverse backgrounds but a common purpose, to change lives. The physical environment is beautiful but can be challenging. The location of the base camp is remote, and the amenities are limited. The work atmosphere is that of a small, rural community...Close knit, hardworking, but fun too! These are positions of responsibility and trust, and the rewards can be plentiful with the proper attitude and preparation. Having a Scouting background is helpful but not imperative. All staff members must be good role models, willing to promote the goals of Scouting and positive citizenship.

Maine High Adventure's base camp is located on Grand Lake Matagamon. It offers opportunities for tremendous personal growth. You can work on leadership skills, get practice in group dynamics, and take initiative to improve other skills. You can expand your knowledge base and share your personal skills and talents outside of your primary job responsibilities.

Besides offering a competitive weekly salary, if selected, you will also receive room and board, staff uniform items, and regular days off. Maine High Adventure invests tremendous resources and time in training staff. For example, Guides learn advanced canoeing skills, ecology, environmental knowledge, and historical interpretation.

Attached you will find a staff application and three reference forms. Cover letters, resumes, and school transcripts are optional. All employees are required to become registered members of the BSA, which requires a background check and completion of a current Medical Form. Also, for some staff members, a copy of their driving record will be required. Please fill out and return the application portion as soon as you can while the additional information is gathered or initiated.

Again, thanks for your interest in working for Maine High Adventure, BSA. Additional information can be found online at www.mainehighadventure.org/employment and please feel free to call or e-mail if you'd like to talk more about working at Maine High Adventure. We look forward to hearing from you!

JOIN THE MAINE TEAM!



Maine High Adventure
Katahdin Area Council, BSA
PO Box 1869
Bangor, ME 04402-1869
(Office) 207-949-5260
(Fax) 207-866-3283

info@mainehighadventure.org
www.mainehighadventure.org

GENERAL INFORMATION

The Maine High Adventure program was founded in 1965. Since that time, thousands of youth and their leaders from all over the country and abroad have enjoyed unique backcountry experiences in the North Maine Woods. The program is centered around extended canoe camping treks but may include some backpacking, hiking, and other outdoor related activities.

EMPLOYMENT INFORMATION

Opportunities to serve the Boy Scouts of America by being employed as a staff member for Maine High Adventure are available to qualified and motivated people. Each position is challenging and involves considerable responsibility. The experience can provide opportunities for personal growth and rewarding human interaction.

- The minimum age for MHA employment is 18. Some positions require a minimum age of 21.
- Each staff member must be registered with the Boy Scouts of America or agree to become registered.
- Be willing to submit to a standard background check and complete a BSA Health and Medical Record.
- Each staff member is expected to practice the principles of the Scout Oath and Law.
- Each staff member is expected to follow appearance standards, including hygiene and uniforming.
- Summer employment is offered from approximately June 1 until August 20.
- Salary is based on position responsibility and applicant qualifications.
- Three reference forms or recommendation letters are required before an employment offer can be made.
- Review the brief job descriptions with this application and indicate your top two preferences.
- Submit your application early! Interviews begin in late fall and most positions are filled by mid-spring.
- Keep MHA informed of any updates or changes to your circumstance during the application process.
- Mail your completed application to the address above or email it to info@mainehighadventure.org
- Applicants are considered without regard to race, color, religion, national origin, citizenship status, age, sex, sexual orientation, marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job position requested.

SUMMER POSITIONS AVAILABLE

<u>Position Title</u>	<u>Brief Job Description</u>
Guide	Trail staff. Accompanies crews on trail. Responsible for crew safety, orientation, skills instruction, environmental/historical interpretation.
Operations Specialist	Base Staff. Rotates jobs to back-up other positions such as commissary, grounds, food support, office work.
Cook	Base Staff. Responsible for staff food service. Manages menu, food preparation, budget, purchasing, and health/sanitation requirements.
Commissary Assistant	Base Staff. Supports retail sales, gear distribution, trail food inventory.
Office Clerk	Base Staff. Responsible for permitting, incoming radio/phone/email communications, crew billing, documentation, and record keeping.
Medical Officer	Base Staff. Must be at least 21 years old. Responsible for all emergency medical response events on base and on trail as well as maintaining inventory of medical supplies. Must possess a current Wilderness First-Responder certification, equivalent or greater.
Driver	Base Staff. Must be at least 21 years old. Responsible for vehicle safety and transportation of participants/staff by motorboat and 15 passenger van with canoe trailer.
Maintenance Supervisor	Base Staff. Must be at least 21 years old. Responsible for upkeep of MHA facilities including buildings, vehicles, grounds, tools, and mechanical equipment.
Asst. Director, Program (Chief Guide)	Management Staff. Must be at least 21 years old. Supervises trail staff and program design. Responsible for training, evaluating, and directing trail staff, as well as planning trip itineraries for participating crews.
Asst. Director Administration	Management Staff. Must be at least 21 years old. Supervises overall daily operations and personnel management. Responsible for crew processing and customer satisfaction.
Asst. Director, Logistics (Commissary Manager)	Management Staff. Must be at least 21 years old. Manages issuance, return, repair, and inventory of all trail equipment, gear, and food. Responsible for retail operations, merchandise needs, & sales processing.

All staff are subject to duties outside their primary job description as needed. Many positions require some form of record keeping or documentation. Most positions require the ability to stand for long periods of time, walk long distances each day, and lift up to (50) pounds. Some positions require more strenuous physical exertion abilities.

Compensation varies with position responsibility. In addition to a competitive weekly salary, employees receive room and board, various staff uniform items, and one day off per week of employment.



MAINE HIGH ADVENTURE SEASONAL STAFF APPLICATION BOY SCOUTS OF AMERICA



Legal Name: _____ Preferred Name/Nickname: _____
First Middle Last

Current Address: _____
Street City/Town State Zip

Permanent Address: _____
Street City/Town State Zip

Phone Number: _____ E-Mail Address: _____

Emergency Contact: *(Name, Relationship, Phone Number)* _____

Job Preferences: *(Indicate 1st & 2nd choice below)* **What dates are you available to work?** _____

Trail Staff: _____ **Base Staff:** _____ Operations Specialist _____ Cook _____ Commissary Assistant _____ Office Clerk
 Guide _____ _____ Medical Officer _____ Driver _____ Maintenance Supervisor
Management Staff: _____ Asst. Dir. Program _____ Asst. Dir. Administration _____ Asst. Dir. Logistics

Why Do You Want To Work At Maine High Adventure? _____

What is your experience with Scouting? _____

What else is unique about you? *(Such as hobbies/skills/talents, teams/clubs/awards, previous jobs/coursework, or travel/outdoor pursuits)*

EDUCATIONAL BACKGROUND: Please indicate name and location of school, degrees, and major or course concentration.

HIGH SCHOOL: _____

POST-SECONDARY: _____

OTHER: _____

Do you have any advanced training or certifications? *(Such as EMT, Wilderness First Responder, Lifeguard, Camp School, Leave No Trace)*

Training/Certification: _____ Expiration Date: _____

Training/Certification: _____ Expiration Date: _____

If hired, what personal strengths would you bring to the team? _____

What is a personal trait that you'd like to improve upon if hired? _____

Who is your present or most recent employer? _____

May we contact them? Yes / No Phone: _____ Email: _____

What was your job position/title and basic responsibilities? _____

When did you work? From: _____ To: _____ Reason for Leaving? _____

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

Is there anything Maine High Adventure should know that makes you unsuitable to work with children? Yes / No

Is there any reason (if over 21) you would be unable to drive a Maine High Adventure vehicle? Yes / No

If yes to any of the questions above, please explain:

REFERENCES: List the names, contact information, and relation of three respectable persons (not family members) who may be contacted to gain additional perspective of your character, experience, and abilities.

1. _____
2. _____
3. _____

ADDITIONAL INFORMATION: You are welcome to provide additional documents or a resume to support your application.

REQUIRED RECOMMENDATIONS: Three letters or MHA Recommendation Forms must accompany your application. These may be submitted by you or your reference at any time.

I hereby make application for seasonal employment at Maine High Adventure, BSA. If selected, I agree to practice and promote the principles of the Boy Scouts of America. I also agree to abide by the policies, procedures, and management of Maine High Adventure, BSA and the Katahdin Area Council, BSA. Furthermore, I also understand that before final selection is made, I must disclose any physical, mental, or emotional condition that may affect job performance. If employed, I will be expected to provide a completed BSA Health and Medical Record and proof of current certifications, insurances, driving record, etc. as applicable. I also understand that I will need to become a registered member of the Boy Scouts of America, which subjects all adult members to a background check. If selected for seasonal employment with MHA, BSA, I understand that I will be provided primitive housing accommodations and will have only limited time off during the period of employment. Finally, I acknowledge that the information, provided by me on this application is truthful to the best of my knowledge. Applicants are not required to give any information on this form that is prohibited by federal, state, or local law.

Signed: _____ Printed Name: _____ Date: _____

Parent's Signature Required for applicants under 18: _____ Printed Name: _____

Thanks for your interest in working at Maine High Adventure!



Please send all materials to:
Maine High Adventure, BSA
PO Box 1869
Bangor, ME 04402-1869
(Office) 207-949-5260
(Fax) 207-866-3283
(E-Mail) info@mainehighadventure.org





REFERENCE QUESTIONNAIRE

Maine High Adventure, BSA
PO Box 1869
Bangor, ME 04402-1869
(Office) 207-949-5260
(Fax) 207-866-3283
(E-Mail) info@mainehighadventure.org



_____ is applying for a seasonal position with Maine High Adventure, BSA, an advanced outdoor program for youth and their adult leaders. The success of our program depends largely upon the quality and performance of the staff. Please be frank and honest in your evaluation of this applicant, and then return this form to the Maine High Adventure, BSA office at the address, fax, or E-Mail listed above. Thank you in advance for your assistance.

How long have you known this applicant? _____ Relationship: _____

How well do you know this applicant? _____ very well _____ well _____ casually _____ not well

Please **CIRCLE** the phrases that best describe the applicant:

APPEARANCE:	flawless	generally neat	acceptable	sloppy
DEPENDIBILITY:	exceptional	usually dependable	requires supervision	irresponsible
INITIATIVE:	self-motivated	industrious	has some drive	low
PERSONALITY:	charismatic	outgoing	pleasing	bland
COOPERATION:	inspires confidence	cooperates willingly	usually cooperative	not cooperative
LEADERSHIP:	inspirational	takes charge	team player	follower
ATTITUDE:	always enthusiastic	positive	acceptable	poor
COMMON SENSE:	always uses good judgment	usually uses good judgement	acceptable	poor
ORAL EXPRESSION:	eloquent	good	satisfactory	poor
INTEGRITY:	always trustworthy	honest	reliable	unreliable
TEACHING ABILITY:	extremely capable	experienced	limited	poor

What, in your opinion, may be this applicant's great strength(s)?

What, in your opinion, may be this applicant's greatest weakness(es)?

What is your recommendation for this applicant? _____ recommend highly _____ recommend _____ cannot recommend

Signed: _____ Printed Name: _____ Date: _____

May we contact you? **Yes / No** Phone: _____ E-Mail: _____

**Please feel free to share additional comments, support, or reservations you have about this candidate.
Thanks for your time!**