

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, although Venture Crews (14 to 21 years of age, many of which are co-ed) are also popular participant groups.

All of the positions we have to offer are critical to our success. Some have more direct contact with the participants than others, but everyone plays a major role in the operation. Brief job descriptions and other employment related information is included with this application, or can be found on our website. If you would like full descriptions for any position, please contact us.

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 similar personal ideals and attributes. The physical environment is beautiful but can be challenging. The location of the base camp is isolated 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.

Staff life at Matagamon High Adventure Base, which is the location of the summer program, 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, some staff uniform items, and one day off for every week of your contract term. An additional benefit, provided for most positions, is certified training in Wilderness First Aid. Additionally, we provide for some positions, high quality training in advanced canoeing, ecology, and environmental and historical interpretation.

Attached you will find a staff application and three reference forms. Resumes and school transcripts are optional. Additionally, 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 also be required. Please fill out and return the application portion as soon as you can while the additional information is gathered or initiated.

Lifeguard certification, either Red Cross or BSA, is required for our Guides. If selected for one of these positions, we can possibly help arrange this training for you. However, since this coursework is so challenging, obtaining this certification prior to the arrival of the summer, is strongly encouraged. All staff members are also highly encouraged to obtain CPR & 1st-Aid certifications prior to arrival.

Additional information about Maine High Adventure, BSA is included or can be found on our website, www.mainehighadventure.org. This information helps to further explain the program from the participant standpoint.

Again, thanks for your interest in working for Maine High Adventure, BSA. Please feel free to call or e-mail if you have any questions about our program or the enclosed materials. 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



MHAInfo@bsaemail.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. There may be limited positions for those 16 and above.
- Each staff member must be registered with the Boy Scouts of America or agree to become registered. The BSA requires a background check for all adult members and a current BSA Medical Form.
- Each staff member is expected to practice the principles of the Scout Oath and Law while employed with MHA.
- Each staff member is expected to set an example of excellence in Scouting which includes the wearing of the MHA/BSA uniform.
- Summer employment is offered from approximately June 5 until August 20.
- Salary is based on position responsibility and applicant qualifications.
- References are important! MHA requires (3) reference forms (see attached) or recommendation letters before an offer of employment can be made.
- Review the brief job descriptions with this application and indicate your top three preferences.
- Mail your application early! Interviews begin in early December. Most positions are filled by March 1.
- Keep MHA informed of address or circumstance changes during the application and employment process.
- Mail your completed application to the address above, fax to (207) 866-3283, or send electronically to MHAInfo@bsaemail.org.

(over)

SUMMER POSITIONS AVAILABLE

<u>Position Title</u>	<u>Brief Job Description</u>
Base Director* (min. age 25)	Has total responsibility for successful base operation including providing leadership for staff of 10-20.
Asst. Base Director* (min. age 23)	Supervises base staff and program support operations; Responsible for staff kitchen, transportation, and maintenance departments.
Chief Guide* (min. age 21)	Supervises trail staff and program related logistics. Responsible for training, evaluating, and directing the trail staff, as well as planning trip itineraries for participating crews.
Driver (min. age 21)	Transports crews and staff by motorboat and 15 passenger van with canoe trailer. Also responsible for vehicle, equipment, and facility maintenance.
Maintenance Supervisor	Responsible for upkeep of MHA facilities including buildings, vehicles, power tools, and general infrastructure. Knowledge of auto mechanics, carpentry, and power tools necessary.
Commissary Manager	Manages the trail equipment and trail food aspect of program. Oversees issue, return, and repair of trail equipment. Also manages the Trading Post.
Asst. Commissary Manager	Assists and serves as back-up for the Commissary Manager.
Cook	Responsible for staff feeding and kitchen related aspect of program. Manages menu, budget, and health/sanitation requirements.
Asst. Cook	Assists and serves as back-up for the Cook.
Guide	Trail staff. Accompanies crews on trail. Responsible for crew orientation, skill instruction, and environmental/historical interpretation. Lead safety person on treks.
KSR Guide	Trained trail staff member who represents MHA at Camp Roosevelt, the Katahdin Area Council's summer camp. Responsible for leading campers on day-long and overnight excursions focused on activities such as canoeing, hiking, mountain biking, and climbing.
Operations Specialist	Rotates jobs to back-up other positions around the Base.

(*)- These positions are usually filled by returning staff members.

All staff are subject to duties outside their primary job description as needed. All staff are also responsible for sharing base and program maintenance tasks. 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.

EDUCATIONAL BACKGROUND: Please indicate name and location of school, dates of attendance, graduation date, and major or course concentration.

HIGH SCHOOL: _____

POST-SECONDARY: _____

OTHER: _____

REFERENCES: Please list three previous employers or other references and give names, addresses, and phone numbers. May we contact these references? ___Yes ___No Please do not use personal relatives.

INTROSPECTIVE #1: Why do you want to be employed at Maine High Adventure, BSA?

INTROSPECTIVE #2: Describe yourself in terms of strengths and weaknesses as they might apply to your desired position and interest in working for Maine High Adventure BSA.

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 accommodations of the rustic variety 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.

Signed: _____

Printed Name: _____

Date: _____

Please complete and return this application **AS SOON AS POSSIBLE**. The accompanying reference forms should be completed by three (3) references, the same or different from those listed above and should be returned by the reference under separate cover.

ALL MATERIALS SHOULD BE SENT TO:

Maine High Adventure, BSA
Katahdin Area Council, BSA
PO Box 1869
Bangor, ME 04402-1869
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REFERENCE QUESTIONNAIRE

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_____ 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 judgment 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
Please share any reservations you may have about your recommendation. Additional comments welcome.

Signed: _____ Printed Name: _____ Date: _____

Address: _____ Phone: _____

E-Mail: _____ May we contact you further? _____ Yes _____ No

Maine High Adventure, BSA
Minimum Pay Rates for Summer Staff- 2013

Assistant Base Director- \$360.00 per week
Chief Guide- \$360.00 per week
Driver- \$270.00 per week
Maintenance Supervisor- \$300.00 per week
Commissary Manager- \$325.00 per week
Asst. Commissary Manager- \$225.00 per week
Cook- \$300.00 per week
Asst. Cook- \$225.500 per week
Guide- \$290.00 per week
KSR Guide- \$260.00 per week
Operations Specialist- \$250.00 per week

Most positions require a 10-11 week commitment starting after Memorial Day. The Assistant Base Director, Chief Guide, Cook, and Commissary Manager should be available at least one week earlier.

In addition to salary, employees receive room and board, various uniform items, and one day off per week of employment (i.e. 11 week contact=11 days off during summer).

We occasionally have positions available for people under 18 years of age. If interested, please contact MHA.