

Florida Sea Base Application for Employment

The Florida National High Adventure Sea Base • Boy Scouts of America
73800 Overseas Hwy, Islamorada, Florida 33036
Phone: (305) 664-4173 Fax: (305) 664-2039
www.bsaseabase.org



Personal Information:

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Best Phone: _____ Alternative Phone: _____

Email: _____

What is the best time to contact you? _____

Do you prefer to be contacted by phone or email? _____

Do you have a valid U.S. driver's license? Yes No

Will you be at least 18 years old by the time of employment? Yes No

Educational Experience:

Name of your most recent school: _____

Type of School: High School College/University Trade School

Other: _____

Current grade/year: _____ Major (if applicable): _____

Minor (if applicable): _____ GPA: _____

Extracurricular activities and leadership positions:

Employment History:



Previous Employer: _____ **Title:** _____

Supervisor: _____ **Phone:** _____

Dates of Employment (MM/YYYY): _____ **to** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Description of Duties (primary responsibilities):

Reason for Leaving: _____ **May we contact?** Yes No

Previous Employer: _____ **Title:** _____

Supervisor: _____ **Phone:** _____

Dates of Employment (MM/YYYY): _____ **to** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Description of Duties (primary responsibilities):

Reason for Leaving: _____ **May we contact?** Yes No

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

References (Required field):



Adult Leader of Scout Unit or Community Leader

Name: _____ Title/Position: _____
Primary Phone: _____ Email: _____
Relationship: _____
How long have you known this individual? _____

Past Employer, Teacher or Professor

Name: _____ Title/Position: _____
Primary Phone: _____ Email: _____
Relationship: _____
How long have you known this individual? _____

Associate or Team Member

Name: _____ Title/Position: _____
Primary Phone: _____ Email: _____
Relationship: _____
How long have you known this individual? _____

Employment Availability:

Which season(s)* are you interested in working? Circle all that apply.

Spring

Summer

Fall

Winter

What are your available dates? (MM/DD/YY): ____/____/____ to ____/____/____

*Spring-Early February through early May
Summer-Mid-May through the end of August
Fall-Mid September through the beginning of December
Winter-Mid-December through mid-January
Dates vary and are subject to change

Please understand that all employees must be available for the full season. Any exception must be requested during the interview process.

Related Experience:

CPR & First Aid Training is required prior to employment at Sea Base.
Scouting background is a plus, but not required.
Place an "X" where applicable.



Aquatics Experience

- Red Cross Lifeguard Training
- Water Safety Instructor
- Aquatics Instructor BSA
- National Camp School-Aquatics
- Captain's License _____ OUPV _____

Ton Master _____

Scuba Experience

Circle Certification PADI NAUI SSI Other

- Open Water
- Advanced Open Water
- Rescue Diver
- Divemaster cert # _____
- Asst. Instructor cert # _____
- OWSI Instructor cert # _____
- Specialty Instructor cert # _____

Scouting Experience

Council: _____

Years as a Youth Scout: _____

Years as an Adult Scouter: _____

Scout Rank: _____

Current Scout Involvement _____

Do you have National Camp School Certification? Yes No
Which?

Exp. Date _____

Medical Experience

- Medical Student
- Paramedic
- Advanced First Aid Certification
- Emergency Medical Technician
- Nursing: _____ Student: _____ LPN RN
- CPR Training: _____ (exp. date)
- First Aid Training: _____ (exp. date)

Wilderness First Aid Training: _____ (exp. date)

Food Service Experience

Job(s) _____

Number of people served: _____

Scouting Leadership & Training

Offices Held & Courses Taken

Camp Staff Experience

Year	Camp & Position
_____	_____
_____	_____
_____	_____

Housekeeping Questions:



Have you ever been convicted of a felony (you may answer “no” if your conviction has been ordered sealed, expunged, or eradicated) **Yes** **No**

Conviction of a crime is not an automatic bar from employment. All circumstances will be considered, including what you were convicted of and how long ago. Please provide complete information about the conviction by attaching a separate statement.

The position for which you are applying requires long, intensive and irregular work hours. Do you have any physical limitations that preclude you from performing any work? **Yes** **No**

Have you ever lived away from home? **Yes** **No**
If yes, how long? _____

The Florida National High Adventure Sea Base does not discriminate on the basis of race, creed, gender, national origin, marital status or sexual orientation.

Employment positions are open to all within our guidelines regardless of race, creed, gender, national origin, marital status or sexual orientation.

A personal resume of experience is welcome but not required.

Why do you want to work at Sea Base?

I authorize an investigation of all statements contained in this application for employment decision. I authorize all of my previous employers, schools, and other references to furnish information requested. I hereby declare that the information in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification in this application is cause for discharge. Sea Base is a drug-free workplace and all staff are subject to random drug testing.

Signature: _____ **Date:** _____

Position Descriptions: Please number your top 4 choices in order of preference.

Unless otherwise noted, the minimum age to work at the Florida Sea Base is 18. Some staff positions are required to be 21 years of age or older. Most positions require a valid driver's license and acceptable driving record (exceptions on case by case basis). All staff will be required to participate in the FSB random drug testing program.

Program Office: Located at Florida Sea Base, Islamorada

_____ **Program Office Mate:** Aids in the daily operations of the Program Office. Daily tasks include, but are not limited to: reviewing medical documentation, emails, answering the phone, greeting crews and reviewing documentation during the check in process, performing check-outs, acting as a general "hub" of information for participants, staff and Captains, and communicating with participants prior to their arrival. (Spring, Summer, Winter)

Sailing: Located at Florida Sea Base, Islamorada

_____ **Program Mate:** Aids in facilitating all Sailing Adventures. Daily tasks include, but are not limited to, distributing snorkel gear, facilitating gear shakedowns, conducting swim reviews, teaching snorkeling lessons, kayaking and paddle boarding with crews, working as dock staff, working as a Sea Base driver, and planning and performing weekly closing ceremonies. Some Mates may be asked to work as Sea Exploring Mates who lead Sea Exploring Crews and live on 80'-90' sailing vessels for one week at a time. Aids with the general chores and daily clean-up of base. (Spring, Summer, Winter)

_____ **Eco Mate:** Leads STEM Eco Sailing Crews. Works with crews through the welcome arrival procedures until the time crews depart.

Time will primarily be spent onboard a 40' sailing vessel, teaching crews about the ecology of the Florida Keys, kayaking, snorkeling and fishing. Aids with the general chores and daily clean-up of base. Should have interest in ecology. Preference given to those with a scientific background or a college major in the STEM fields. (Summer)

_____ **Dockmaster:** Works with the Marina Operations Director to manage all sailing vessel docking assignments and upkeep of the dock. Responsible for the issue, recovery, maintenance and inventory of fishing supplies. (Summer)

_____ **Quartermaster:** Oversees all aspects of the Sea Base Gear Room. Aids in the distribution and recovery of all snorkeling and scuba gear. Responsible for the maintenance and inventory of all snorkeling and scuba gear. (Spring, Summer)

Scuba: Located at Florida Sea Base, Islamorada

_____ **Scuba Instructor:** Works with all Scuba Department Adventures. Teaches PADI Certification courses, fish identification, night dives and underwater navigation. Must be REEF member and NOAA Blue Star trained prior to start date. Aids with the general chores and clean-up of base. *Minimum certification: Current PADI Scuba Instructor.* (Spring, Summer, Winter)

_____ **Divemaster:** Leads Scuba Adventure dives, works on Scuba Live Aboard vessels and assists in PADI Scuba Certification programs. Should have good background in fish identification, tropical marine ecosystems, night diving and underwater navigation. Must be REEF member and NOAA Blue Star trained prior to start date. Aids with the general chores and daily clean-up of base. *Minimum certification: Professional Divemaster certification.* (Spring, Summer, Winter)

_____ **Dive Boat Captain:** Operates and maintains a 36'-46' Newton Dive Boat. Serves as the onboard safety watch for scuba divers. *Minimum certification: Certified Rescue Diver or higher training, hold a Coast Guard 50 Ton Masters License, and must be 21 years of age or older.* (Spring, Summer, Winter).

_____ **Dive Boat Mate:** Serves as First Mate on dive vessels and will act as on-board safety watch for scuba divers. Must have strong swimming skills, stamina and proficiency in water rescue skills. Helps maintain a safe, properly equipped, clean vessel. Must be NOAA Blue Star trained prior to start date. *Minimum certification: Rescue Diver certification.* (Spring, Summer, Winter)

_____ **Scuba Mate:** Fills scuba tanks, assists in passing out and collecting scuba equipment, organization of Scuba Equipment Room and cleanliness of pool deck. *Minimum Certification: Open Water Scuba Certification.* (Spring, Summer)

More job descriptions on the next page.

Retail: Locations at both Florida Sea Base, Islamorada & Brinton Environmental Center, Summerland Key

_____ **Assistant Store Manager:** Supports the Retail Manager in the daily operations of both Stores, (Islamorada & Summerland Key) and Snack Bar. Your role is to work with the store staff to ensure they provide exceptional Customer Service & Product Knowledge to all customers, along with doing weekly inventory counts and daily reports. (Spring, Summer)

_____ **Store Clerk:** Provides assistances to all customers and handles various tasks. Along with greeting customers operating cash register and completing daily reports, you will be responsible for stocking shelves, inventory counts and maintaining a clean and organized store. (Spring, Summer)

_____ **Store Clerk-Photographer:** Takes crew photos, prints out photos and makes flash drives for customers. Provides assistances to all customers and handles various tasks, including, greetings customers, operating cash register, completing daily reports, stocking shelves, inventory counts and maintaining a clean and organized store. (Spring, Summer)

_____ **Warehouse & Online Store Manager:** Inventories all products that come from vendors, along with the transferring of all inventories to both store locations. Provides weekly inventory counts. Maintains the website and online store and keeps the warehouse clean & organized. (Spring, Summer)

_____ **Snack Bar Clerk:** Makes milkshakes and other snack foods along with operating the cash register, greeting customers, stocking shelves, inventory counts and maintains a clean and organized snack bar. (Summer)

Food Service: Locations at both Florida Sea Base, Islamorada & Brinton Environmental Center, Summerland Key

_____ **Galley Manager:** Prepares, serves & cleans up well-balanced meals, adheres to the food service regulations, standards & sanitation practices, leads Galley Mates through daily tasks, plans menus, maintains inventory & orders. (Spring, Summer, Fall, Winter)

_____ **Galley Mate:** Assists Galley Manager the preparation, service & clean-up of meals. Maintains food service regulations, standards & sanitation practices. (Spring, Summer, Fall, Winter)

_____ **Commissary Manager:** Responsible for ordering, inventory, packing provisioning for program vessels or trip to the Islands. Maintains food service regulations, standards & sanitation practices. (Spring, Summer)

_____ **Commissary Mate:** Assist the Commissary Manager to pack provisions, help with provision delivery, inventory and stock. Maintains food service regulations, standards & sanitation practices. (Summer)

Rangers: Locations at both Florida Sea Base, Islamorada & Brinton Environmental Center, Summerland Key

_____ **Assistant Ranger:** Vital to the support of the facility and general appearance of Sea Base & the Brinton Environmental Center. Ability to work independently. Tasks include, but are not limited to, landscaping and routine maintenance of property and buildings including light carpentry, plumbing and electrical. Mechanical background is desired. (Spring, Summer, Fall, Winter)

_____ **Assistant Ranger-Vehicle and Equipment Maintenance:** Vital to the support of the facility and equipment of Sea Base & the Brinton Environmental Center. Ability to work independently. Tasks include, but are not limited to, helping with outboard motor repairs, general vehicle maintenance and repairs, various equipment maintenance and repairs. (Spring, Summer, Fall, Winter)

Brinton Environmental Center: Located on Summerland Key, FL

_____ **Island Captain:** Operates and maintains a 25' powerboat. Conducts snorkeling and fishing programs from the vessel. Must be knowledgeable in saltwater fishing and hold a US Coast Guard Captains License (minimum OUPV). Must pass a USCG drug test. (minimum age 21) (Spring, Summer)

_____ **Island Mate:** Leads Out Island Adventure Crews. Works with crews through the duration of their adventure. Required to participate and live with crews in a primitive camp setting on Big Munson Island. Island Mate will lead crew through adventure including paddle sports, fishing and snorkeling along with leading campfires. Aids with the general chores and daily clean-up of base. Must pass a USCG drug test. (Spring, Summer, Winter)

More job descriptions on the next page.

_____ **Fishing Mate:** Leads Fishing Adventure Crews. Works with crews through the duration of their adventure. Time will primarily be spent fishing with crews and acting as their fishing mate assisting the captain. Fishing mates will also drive the crew to visit historic Key West and must have a valid drivers' license. Should be knowledgeable in saltwater fishing. Aids with the general chores and daily clean-up of base. Must pass a USCG drug test. (Spring, Summer, Winter)

_____ **Keys Adventure Mate:** Leads Keys Adventure Crews. Works with crews through the duration of their adventure. Keys Adventure Mates act as a tour guide through the lower Keys and Key West, including fishing, sailing, snorkeling and primitive camping on Big Munson Island. Keys Adventure Mates will also drive the crew to visit historic Key West and must have a valid drivers' license. Aids with the general chores and daily clean-up of base. Must pass a USCG drug test. (Spring, Summer, Winter)

_____ **Marine STEM Educator:** Leads a Marine STEM crew of up to 8 participants during 7-day 6-night programs.

Educators are responsible for curriculum lectures and leading discussions in the field. Ideal candidates should have a strong background in marine science/ecology and/or outdoor education and be able to work long hours teaching in the field during the summer in the Florida Keys. Marine STEM staff will also serve as first mates aboard a 45-foot Corinthian Catamaran and 26-foot Dusky, which are our field vessels. Candidates must be competent swimmers and comfortable snorkeling and leading crews in the water. (Spring, Summer)

_____ **Order of the Arrow Ocean Adventure Foreman:** Leads crews to the Dry Tortugas National Park, where they will work on conservation projects set by National Park Staff and enjoy all the Park has to offer, including snorkeling, sea kayaking, fishing, etc. Upon leaving the Park, Foremen will act as guides through historic Key West. (Summer)

Sea Base St. Croix: Located at Camp Wall, St. Croix, U.S. Virgin Islands

_____ **St. Croix Adventure Mate:** Leads St. Croix Adventure Crews. Works with crews through the duration of their adventure. St. Croix Adventure Mates act as a tour guide through St. Croix, including fishing, sailing, snorkeling. Aids with the general chores and daily clean-up of base. Must pass a USCG drug test. (Summer)

_____ **Divemaster:** Leads Scuba St. Croix Adventure dives. should have good background in fish identification, tropical marine ecosystems, night diving and underwater navigation. Must be REEF member and NOAA Blue Star trained prior to start date. Aids with the general chores and daily clean-up of base. *Minimum certification: Professional Divemaster certification.* (Summer)

Conference: Located at Florida Sea Base, Islamorada

_____ **Conference Mate:** Facilitates the planning, organizing and execution of conference activities. Works as "hotel style" staff including reception, housekeeping and activities lead for conferences. (Fall, Spring)

Internships: Located at both Florida Sea Base, Islamorada & Brinton Environmental Center, Summerland Key

_____ **Sea Base Intern:** Internships are available year-round and can focus on disciplines from outdoor recreation and youth leadership to business management. Please contact the department lead for your area of interest. (Spring Summer, Fall, Winter)

All Sea Base employment positions listed are seasonal. Weekly schedules are usually comprised of a 6-day work week with the potential for irregular hours.