



Thank you for your interest in employment with Seacamp Association, Inc. in the Florida Keys.  
The information below will guide you through the application process.

**Seacamp Application:** This form can be used as a checklist for the application process.  
If not already provided:

- Current complete resume with no gaps in schooling or employment: include any relevant work
- Complete pages 1-3 of the application
- Unofficial transcripts from your college/university

We hire for spring and summer seasonal positions as well as full time positions. There is no deadline to apply. Once we have received your application, resume and transcripts, we will verify employment and check references. Interviews will then be scheduled with qualified applicants. Actual dates for each season and employment commitment will be discussed in the interview.

**Staff Prerequisites:** All staff must have a strong desire to work with children at a residential facility in a tropical marine environment; be able to adhere to camp policies; and be positive role models. Instructors/ Cabin Counselors and Unit Leaders need to be comfortable in the water with strong aquatic skills. SCUBA certification is preferred, but not required.

**Benefits:** Salary, room and board, opportunities for snorkeling, SCUBA diving (if certified), sailing, windsurfing, practical experience teaching environmental awareness in a tropical marine setting, and a comprehensive experiential training program. Training for program positions includes seamanship, boat handling, leadership, teaching techniques, youth development, child sexual abuse, mental emotional social health; and upon successful completion, certification in American Red Cross waterfront lifeguarding, first-aid, CPR/PR, and NAUI Skin Diving Instructor and Rescue Diver (if SCUBA certified).

### **ADDITIONAL REQUIREMENTS:**

**IMPORTANT:** The State of Florida Statute 435.05(2) requires that every applicant undergo a Level 2 background screening. The applicant must also attest, under penalty of perjury, to meeting the requirements qualifying an individual to work at a facility in a position of special trust. The applicant must fulfill these requirements independently. Additional information about this requirement will be provided to make an appointment to get a Level 2 background screening/fingerprinting using the digital LiveScan System. DCF will electronically send the results of the screening directly to Seacamp.

**Once you have been offered a position, contingent on fingerprinting, you will need to complete and submit the following:**

- A fingerprinting background screening that will be sent directly to Florida Department of Children and Families who will decide if you are eligible to work with children in the state of Florida. The fingerprinting can be completed in any state by following this link: <https://florida.fieldprint.com/> and costs around \$65.
- A physical examination by a licensed healthcare provider, completed within twelve months prior to the beginning date of employment. This examination is undertaken at the staff member's expense. The forms for this examination include the American Camp Association's (ACA) standard health form and the SCUBA medical form.
- Florida Online Boating Safety Course: Please follow this link: <https://www.boatus.org/florida> to complete the free course. Upon completion of this course, you will be mailed a boater safety card. You will need to bring this card with you to camp.
- Motor Vehicle Report: Please follow this link: <https://seacamp.quickapp.pro/> and cost between \$5.50 and \$33 depending on which state you are registered to drive in

**Upon arrival, you will need to complete and submit the following:**

- Sign and have notarized the Affidavit of Good Moral Character. This can be notarized at Seacamp for free.
- Documentation verifying citizenship (usually a driver's license or birth certificate and your Social Security card).
- The USCG requires all staff operating Seacamp boats to submit to a drug test by urinalysis. This will be scheduled at camp upon arrival and will be paid for by Seacamp.
- All certification cards that you currently hold (American Red Cross First Aid, CPR, WSI, LGT, SCUBA, sailing, etc.) and your diving log book.

If you have any questions, please do not hesitate to call.  
Thank you again for your interest in joining our team!

Sincerely,  
Hiring Committee  
(305) 872-2331

Email Address:  
[info@seacamp.org](mailto:info@seacamp.org)

Mailing Address:  
Staff Hiring  
Seacamp Association, Inc.  
1300 Big Pine Ave  
Big Pine Key, FL 33043

## Seacamp Employment Opportunities

Although you may have found Seacamp from a specific job posting, we hire annually for an array of spring and summer seasonal positions as well as year-long positions. Please review the job opportunities below, their employment dates, and any job specific additional requirements. When filling out your application you may select multiple positions to be considered for. Seacamp will help find what position we still have open and that you may succeed in.

**All of our positions may meet your college or universities internship requirements for many different degrees. If you are interested in earning credits for your position please let our hiring staff know.**



### Year-Long Positions

(Starting dates in late May or January/February)

#### Science Year-long Science Instructors/ Cabin Counselors

Science Instructors teach science classes, including boat trips, laboratory sessions, and evening programs. During the summer, Science Instructors live with and supervise a cabin of 5-7 teens aged 10-17 and supervise campers during evening programs and free time. Science Instructors also participate in support services and may also be a Daycamp counselor when needed. Science Instructors must be at least 21 years of age with a current, valid driver's license and a clean driving record to meet insurance requirements. Must have a B.S. or B.A. in Biology, Marine Science or related field.

#### Marketing Staff

The Marketing Staff help advertise camp programs, foster our public image, and help register participants for Seacamp, Daycamp, NHMI, and other activities. This includes creating and scheduling our social media posts, responding to emails and phone calls, and other office tasks as assigned. They also manage the Ship's Store, ordering, restocking, and making sales.

### Seasonal Positions

(Summer- late May through August or Winter-December through March)

#### Aquatics Instructors/ Cabin Counselors: Summer Only

Aquatic Instructor teach aquatic classes or assist other classes, such as windsurfing and sailing, science classes, SCUBA classes, and/or creative expression classes during the day and supervise campers during evening programs and free time. Cabin Counselors live with and supervise a cabin of 5-7 teens aged 10-17 during their stay at camp. Must be at least 19 years of age.

#### Arts & Crafts Instructor/ Cabin Counselor: Summer Only

The Arts & Crafts Instructor maintains and requests the supplies for the summer, develops and/or implements lesson plans for each arts & crafts class, and implements all arts & crafts activities outside of program time. This position will also assists with special event activities as required.

#### Seasonal Science Instructors/ Cabin Counselors: Summer Only

Science Instructors teach science classes, including boat trips, laboratory sessions, and evening programs. During the summer, Science Instructors live with and supervise a cabin of 5-7 teens aged 10-17 and supervise campers during evening programs and free time. Science Instructors also participate in support services and can also be a Daycamp counselor when needed. Science Instructors must be at least 21 years of age with a current, valid driver's license and a clean driving record to meet insurance requirements. Must have a B.S. or B.A. in Biology, Marine Science or related field.

#### Unit Leaders: Summer Only

Unit Leaders supervise the cabin counselors, are responsible for planning and supervising the evening activities, and assisting or teaching programs during the day. Unit Leaders also must have an Instructor position (Science, Aquatics, Arts & Crafts). Unit Leaders must demonstrate enthusiasm and willingness to be a leader. Unit Leaders should be comfortable speaking in front of large groups. Unit Leaders must be at least 21 years of age with a current, valid driver's license and a clean driving record to meet insurance requirements.

#### SCUBA Instructors: Summer Only

SCUBA Instructors teach skin diving, NAUI certification, and NAUI leadership classes. Applicants must be certified as a SCUBA Instructor by a nationally recognized organization, or be certified as a SCUBA Dive Master by a nationally recognized organization with the qualifications to complete the NAUI Instructor Candidate Course. Instructors will serve as a group leader/instructor for staff during pre-camp training. Copies of SCUBA Certification cards MUST be included with application.

#### Health Center Staff: Summer Only

The Health Center Staff is a nurse or doctor supervises the health of campers and staff and maintains health and insurance records. Applicants must be a licensed in the State of Florida, or be willing to obtain licensing.

#### Support Staff: Summer and Winter

Support Staff will help make sure camp runs smoothly and looks its best. Support Staff may help with landscaping, maintenance, housekeeping, and filling SCUBA tanks (summer only). Support Staff may also assist in the kitchen with preparing, serving, and cleaning-up meals. Some Support Staff may be assigned to help with office work and running our Ship's Store. During the summer, they may assist supervising campers during evening



Other positions may be available that are not hired annually. If you are interested please inquire about openings when you submit your application.



**STAFF APPLICATION**  
**SEACAMP ASSOCIATION, INC.**  
 1300 BIG PINE AVENUE  
 BIG PINE KEY, FL 33043  
 305-872-2331  
[info@seacamp.org](mailto:info@seacamp.org)  
[www.seacamp.org](http://www.seacamp.org) [www.nhmi.org](http://www.nhmi.org)

*If you have not already done so, please email your completed application with your current resume and unofficial college transcript.*

**Personal Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status: \_\_\_\_\_ # of Children: \_\_\_\_\_ Must family accompany you \_\_\_\_\_

Are you authorized to work in the United States of America: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

When are you available to work from: \_\_\_\_\_ to \_\_\_\_\_

Date that college is over (if applicable): \_\_\_\_\_ Date that college begins (if applicable): \_\_\_\_\_

Are you SCUBA certified? \_\_\_\_\_ Highest Certification: \_\_\_\_\_ # of logged Dives \_\_\_\_\_  
(documentation required)

What position(s) are you interested in? (See page 2: Seacamp Employment Opportunities)

Year-long Science Instructor/ Cabin	Unit Leader
Counselor Marketing Staff	SCUBA Instructor
Aquatics Instructor/ Cabin Counselor	Health Center Staff
Arts & Crafts Instructor/ Cabin Counselor	Support Staff
Seasonal Science Instructor/ Cabin Counselor	Other: _____

**Previous Camp Experience (Camper or Staff)**

Camp Name	Director	Camper or Staff	City, State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have any impairments, physical or mental, which would interfere with your ability to perform the job for which you have applied? \_\_\_\_\_ If so , what? \_\_\_\_\_

Have you had any criminal conviction for child abuse or sex related crimes? \_\_\_\_\_

If yes, explain: \_\_\_\_\_













Have you been convicted of a felony? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

## Employment History & Verification/ Professional References













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











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## Personal References

Due to the nature of working at a summer camp we want to get to know more about you on a personal level. Please provide three people that can speak to your character. This could be a teacher, co-worker, classmate, religious leader, or other person.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
           

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
           

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip

***Please answer the following questions to help us get to know you better.***

(Use additional pages if necessary)

1. Briefly explain why you are interested in working in environmental education and camp.

2. Describe your previous experiences teaching and working with young people

3. What do you consider your main qualifications for the position for which you are applying?

4. What contributions do you think you can make at camp?

5. Any other information you want us to know?

*I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application packet for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application packet or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of SEACAMP ASSOCIATION, INC.*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

***All statements become part of any future employee personnel files. Seacamp Association, Inc. is an equal opportunity employer.***