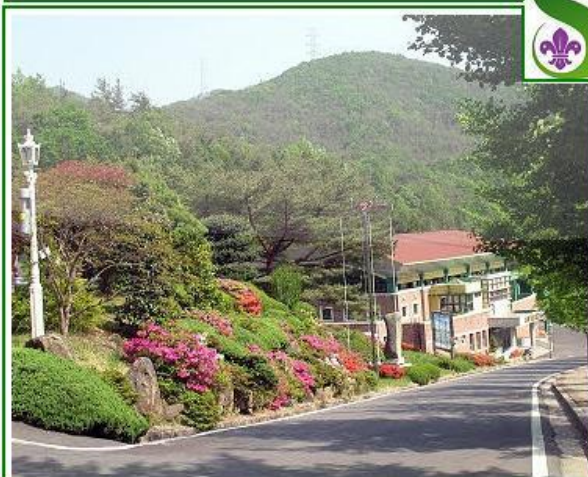




Suncheon Asia-Pacific
Scout Center



staff booklet

Information on becoming Short Term Staff at SAPSC



What you need to know

Our Staff come from all over the World and bring many different ways and ideas about Scouting with them. This is a fantastic opportunity to learn about other cultures. Still, there are some things to consider in advance.

The Three Requirements

There are just three main requirements you must fulfill in order to apply to join the Staff.

- All members of Staff must be registered members of a National Scout or Guide Association, which is recognized by the World Organization of the Scout Movement (WOSM) or the World Association of the Girl Guides and Girl Scouts (WAGGGS). If you are not sure about your situation, please contact your National Headquarters who will be able to help you.
- All members of Staff must be at least **18 years old** on the day they arrive in Suncheon and currently enrolled or have graduated from a university and less than 30 years old.
- All members of Staff must be able to understand and communicate in English, be able to teach the Scout methods and introduce your country's culture.

Yes, that's it! That's all you have to be!

We do not expect formal qualifications. We are looking for Scouts and Guides who are willing to work hard, help others, learn new skills, make new friends and enjoy themselves. We want people who want to be part of this exciting World Scout Center and who will take home many fantastic memories of their stay

There are a lot of other things that you need to know when you are thinking about applying for Staff. Please read all the information below carefully. If you have any further questions, please contact us at international@scout.or.kr and we will try to help you.

Arrival and departure

You are responsible for arranging your own travel to Suncheon and to arrive at the Center on the first day of the season. We consider it very important that all Staff arrive on this date to take part in the Staff training - if this is not possible, please let us know in advance and we can discuss it. We will collect you from Suncheon train station if you let us know what time you will arrive.

We also expect you to stay with us for the whole of the season. In case you have to depart earlier, once again, you have to let us know in advance.



Insurance

All members of Staff are insured against all accidents during your working hour. However, you should arrange for your own personal insurance to cover sickness, routine dental treatment, travel to and from Suncheon and your luggage, both en-route and whilst at Suncheon, etc.

Visa and Passport

We expect that you already have your national passport by the time we receive your application! Depending on the country, getting a passport or a valid document for traveling abroad might take a time to produce, so please be aware of it and start with this as soon as possible.

You do not need any visa/special documentation at the moment you send your application to us. In the case you are selected to work in Suncheon, we the Center will need to secure permission to work in Korea with the relevant authorities. Once the work permit is approved we will inform you when you can visit the local Korean Embassy to obtain a C-3 visa.

Language

English is the working language of the Center, but we do not expect all Staff to speak it fluently. That is the reason why this booklet is written in English only. If you can understand most of what is written here, you will not have many problems working at the Center. The local spoken language is Korean. It is an advantage to be able to speak Korean since some of participants need help with their English understanding.

Please mention in your application any language abilities you have, especially Korean!



What you get

All members of the voluntary Staff receive the following while at the Center:

- Indoor accommodation at the Center in a room usually shared with one other member of the Short Term staff.
- All meals at the Center, both while at work and on days off (or money will be given to buy food).
- Living allowance of USD \$400 per month.
- Travel fund:
 - for volunteers within Asia-Pacific Region: USD \$400
 - for volunteers from other Regions: USD \$600
- One day off per week.
- One extra day off per each month worked at the Center.
- Staff field trip to nearby cultural sites at the end of the term, paid for by the Center.
- Full accident insurance coverage.
- Appropriate staff training, both in the first weeks and during the season as needed.
- A full reference letter upon request at the end of the season, once the Staff evaluation has been completed.
- A great time in a unique place!

The Center will supply you with some basic things while you are here, such as:

- Staff Uniform.
- All bedding
- Shampoo, soap and other basic toiletries ... VERY basic! If you like (or need) any particular brand then you have to bring your own!
- Basic first aid items.
- Laundry facilities (all Staff clothes are washed together, so it is a good idea to name your clothes!).
- Joint use of a Staff Room with CD /MP3 player, television, video and DVD - player guitars, board games and even a hammock!
- Basic equipment for outdoor activities.



- Internet access at the office

Finally, the “magic of Suncheon” guarantee that, if you become a Greenie...

- You will get three months of colorful experiences at the only truly International Scout Center in this galaxy.
- You will have a fantastic possibility to travel, hike, bike, climb and play in Korea.
- You will make many new friends from many countries.
- You will develop new skills in a multi -cultural environment, which future employers will find attractive.
- You get to live in one of the most beautiful places in all of Korea.
- You will participate in a unique system of Staff training designed by and for Scouts.
- You will get satisfaction in knowing you are helping youth learn about Scouting and gain valuable skills.

If you are accepted to work here, you will receive more information about exactly what the Center provides and what you need to bring with you.



How to apply

Are you ready to apply and become a Staff member? Fantastic! First of all, read this booklet once again! No questions? Alright, so let's fill an application form and get this done!

Section 1 Personal Details

This is where we want all the basic information about you. Please fill in all the details correctly! Don't forget to attach a recent photo of yourself.

Where it says "Telephone day" we expect you to write to WHAT number we should call you, and not at what time!

Section 2 Dates

Please tick the season(s) that you would like to apply for. Write also the dates you are available, if they are different from the beginning and end of the season.

Section 3 Dates

Please indicate in which jobs you are interested. You are not requested to tick all the boxes. Please be honest with yourself and with us.

Section 4 Work skills

Briefly tell us why you would like to work at the Center during the time you have indicated, and in what ways your knowledge and skills could contribute to the Center.

Section 5 To be completed by all applicants

Please tick all the documents you will attach to your application, as described below:

- **"Personal Profile":** a presentation letter about your involvement in Scouting / Guiding, your hobbies school and interests, why you want to apply for Staff, any experience you have at similar Centers and anything else you would like to tell us. Please give us as much information about yourself as possible.
- **Copies of any relevant certificates** or awards such as first aid courses, climbing or hiking qualifications, language courses, etc.
- **International Letter of Introduction:** a document made by the World Scout Bureau that proves you are a member of WOSM. To get this you will have to contact your National Scout Association (NSO) – and most probably your International Commissioner.



The International Letter of Introduction is only required in case your application has not been signed and stamped by your NSO on Section 6 (see below).

- **A medical certificate** stating whether or not you have any problems that may affect your work as a Staff member (attached to this application form).
- **Two letters of reference** (or more) from people who know you well
- **Your photo** that should be in the first page of your application form.
- **Your signature!**

Section 6 National Headquarters

Once you have completed your application form and collected all the other necessary documents, contact the International Department or your National Scout Association. They will then complete this section and, in some cases, will post your application form to us.

Section 7 For office use

This part is for us, so do not touch it!

Medical Certificate

A professional doctor will have to fill out this for you. Arrange an appointment!

What now?

The application is on its way and will get to Suncheon in a little while. Maybe you can also send us a copy of it by email. In some cases, you can also apply by email – please contact international@scout.or.kr first to see if this is OK with us!

We acknowledge all applications upon receiving them but we do not make an immediate decision about it. The selection of Short Term Staff normally takes place about 2 weeks after the closing date for applications. We only consider applications that arrive before the closing date. However, under unusual circumstances, late applications may be considered.

Once the selection of Short Term Staff has been made, we will notify all applicants of our decision – both if you have been chosen or not. Those who receive an offer to work here for a season and accept it will receive more detailed information about how to proceed from that point.

In the selection of Staff, SAPSC and its selection committee is fully committed to equal opportunities and do not discriminate on any basis.

As always, if you have questions or need more information, contact us and we will be happy to help.