

SUMMER STAFF

WANTED



WV Baptist Camp at Cowen



POSITIONS AVAILABLE:

- ✚ Registrar
- ✚ Media Intern/Videographer
- ✚ Photographer
- ✚ Lifeguards/Maintenance Assistants: (Must have Red Cross Certification)
- ✚ Maintenance Assistants
- ✚ Kitchen Helpers:
 - Two Kitchen Assistants
 - One Dishwasher operator
 - One Pots and Pans Washer

WHAT ARE THE QUALIFICATIONS? (Preferred)

- ✓ One year post high school graduates
- ✓ Applicants from ABC/USA-WVBC churches are preferred, however, other denominations will also be considered
- ✓ Have the ability and desire to work hard and relate well with peers

Summer Schedules from May 30 through August 8 (negotiable)

\$265 per week stipend plus room and board

(A \$100 bonus will be given when contract days are completed.)



Scan the QR code and you will be directed to Camp Cowen's homepage where you can download the staff application pages.

*To request an application, contact Jennifer Huber at 1-304-422-6449,
jennifer@wvbc.org or print it off of the website at www.campcowen.org.
(Please note when printing off the internet, you will need to make four copies of the reference form.)*

2021 Summer Staff Opportunities

Working on the staff of the West Virginia Baptist Camp at Cowen is an opportunity of a lifetime. It is a great summer to live with a community of believers and a great way to learn new skills, grow in your walk with Christ and serve God in a mighty way. All staff members live together in hotel style at the Rev. Jim Cunningham Staff and Retreat House and enjoy fellowship and weekly Bible Studies together.

This year will be unique at camp and we are seeking dedicated, highly motivated applicants to serve the Lord by working to create a safe, clean, and welcoming environment at camp. As we navigate COVID-19 realities, we will determine the exact staffing structure and numbers for the changing situation of 2021.

Apply for one of these positions:

Registrar: This person is responsible for management of the office and store. This person will enter the registrations for camp and facilitate registration for each camp. Along with running weekly reports and ordering supplies for the store, the registrar will be the voice of Camp Cowen as they answer the phone. The Registrar will work closely with the Associate Director of Camping and Youth in maintaining an efficient facility. The Registrar will also have some cleaning responsibilities.

Media Intern/Videographer: This person will be responsible for managing the onsite recording of activities, creation of videos of current programs and future promotion and managing the day-to-day connection with campers, parents and churches through our webpage and social media platforms. This person will work closely with the Associate Director of Camping and Youth, along with the weekly Camp Directors, in telling the story of the ministry and mission of camp through videos and social media.

Photographer: This person will document daily activities through photographs. They are responsible for editing, posting, archiving and maintaining our online photo albums for campers and parents. The Photographer works closely daily with the Media Intern as well as assisting the Registrar.

Kitchen Crew: There are four positions available in the kitchen. All four positions are responsible for preparing and serving three meals each day. Applicants must be team players, willing and able to work collaboratively with a variety of staff in a demanding environment. The kitchen is a tough and rewarding experience that is physically challenging. It requires the Kitchen Crew to be on their feet for long periods of time. All Kitchen Crew members will be required to obtain a food handler's card and this will happen during the first few days of work.

The four kitchen positions are:

Two Kitchen Assistants: These individuals work closely with the Kitchen Supervisor & Cooks. They will directly prepare food and maintain the salad bar.

One Dishwasher/Maintenance: Along with helping in food preparation, this individual is responsible for cleaning dishes, setting tables and other assigned duties by the Cook.

One Pots and Pans/Maintenance: Along with helping with food preparation, this individual is responsible for scrubbing the pots and pans used for cooking, setting tables and other duties as assigned by the Cook.

Two Maintenance Assistants: Responsible for working with the Site Manager to keep camp functioning, these staff members perform tasks such as general fix-it needs, daily bath house cleaning, grounds keeping and other duties assigned by the Site Manager. Applicants need to have a desire to learn. Any knowledge of maintenance skills is a plus.

Two Lifeguard/Maintenance Assistants/Kitchen: Lifeguards are responsible for the function and maintenance of the pool. Daily testing, cleaning and supervision of pool activities are required. A Red Cross Lifeguard Certification is also required. (You may be in the process as an applicant). These individuals are also assigned daily bath house cleaning and other maintenance tasks assigned by the Camp Director.

All applicants must be able to live on-site during their employment. Housing and meals are provided along with a weekly stipend. The typical work-week is from Sunday 1:00 pm until Saturday at 12:00 pm or as soon as all cleaning is complete. Although the work is demanding, it is highly rewarding and offers an opportunity to serve others and be challenged to grow spiritually, emotionally and vocationally.

Staff Application Process:

To apply for any of these positions, please download and submit the following documents:

- 1-Staff Application
- 1-Staff Pastor Reference Form
- 3-Personal Reference Forms

Please return all forms to:

Cowen Summer Staff
276 Baptist Camp Road
Cowen, WV 26206

Reference forms should be returned directly from the person providing your reference.

Interviews will be conducted individually in person or virtually. Applicants are encouraged to attend onsite work parties scheduled for April 23-24 and/or May 14-15. Details regarding those will be discussed during the interview.

WEST VIRGINIA BAPTIST CAMP AT COWEN SUMMER STAFF APPLICATION

I. Personal Information

Name _____ Soc. Sec. # _____ Male _____ Female _____

Date of Birth _____ Driver's License # _____ Parent's Name _____

Temporary/School Address _____ Phone _____

City _____ State _____ Zip _____ Date Leaving _____

Permanent Address _____ Phone _____

City _____ State _____ Zip _____ E-mail Address _____

I understand this information will be used to perform a criminal background check.

Signature

Date

II. Church Affiliation

Church Attending _____ Denomination _____

City _____ State _____ Attending Since _____

Home Church _____ Denomination _____

City _____ State _____ Attending Since _____

Do not write below this line. Office use only. Turn page to complete application.

Date Application Received _____ References Received 1 _____ 2 _____ 3 _____ 4 _____

Summary Evaluation

Personal _____

Spiritual _____

Experience _____

Overall _____

Hiring Information

Position _____

Salary _____

Dates of Employment _____

Contract Sent _____

Contract Received _____

III. Position Desired

Chose three (3) positions and rank in order of preference: (1, 2, 3)

- | | |
|---|---|
| <input type="checkbox"/> Kitchen Helper | <input type="checkbox"/> Maintenance/Lifeguard |
| <input type="checkbox"/> Pots & Pans Washer | <input type="checkbox"/> Maintenance/Grounds Crew |
| <input type="checkbox"/> Operate Dishwasher | <input type="checkbox"/> Registrar |
| <input type="checkbox"/> Vacation Relief | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> Videographer | |

IV. Health

Is there any reason that you would have difficulty in performing any of the essential elements of the position for which you are applying? Yes_____ No_____

If yes, please explain_____

In case of emergency, who should be notified?

Name_____ Related_____ Home Phone_____ Address_____ Business Phone_____

V. Education

High School Attended_____ City_____ State_____

Date of Graduation_____ Date of GED _____

College Attended (ing)_____ City_____ State_____

Date of Graduation_____ Major_____ Minor_____

Other Education _____

Extra-Curricular activities (Specify and indicate when involved):

Athletic/Band/Arts Organizations_____

Christian Group Involvement_____

VI. Legal Violations

Have you ever been convicted of any offense other than minor traffic violations? Yes_____ No_____

If yes, please explain_____

VII. Citizenship

Are you a U.S. citizen?_____ Do you have a working visa?_____ You need to prove this upon arrival with a (1) social security card, copy of birth certificate or working visa and (2) another form of I.D.

VIII. Previous Camps

Describe your camping experience?_____

IX. Skills and Training

Certification -- Please list all current certifications and dates of expiration.

_____ Red Cross Certified Lifeguard _____ Standard First Aid
_____ Water Safety Instructor _____ Advanced First Aid
_____ Emergency Medical Technician _____ CPR Training
_____ LPN-Licensed Practical Nurse _____ Other: _____

X. Maturity

Answer the following questions on a separate sheet of paper:

1. How did you learn about the WV Baptist Camp at Cowen?
2. What are your goals in coming to the WV Baptist Camp at Cowen?
3. When and how did you become a Christian?
4. Explain what the following statement means to you...“Follower of Christ!”
5. Describe your relationship with your parents, spouse, or children.
6. List three affirming attributes you possess and explain why you feel they apply.
7. Give three personality traits you are working on improving. How do you intend to achieve these goals?
8. Describe what “hard work” means to you.
9. What role has Christianity played in your life?
10. Describe what Colossians 3:17 means to you. How do you think it will apply to Camp Cowen Summer Staff?
11. Describe the qualities of a good team.
12. Describe the qualities of a good roommate.

XI. Mission Statement

“Camp Cowen, where people meet Jesus and grow as His disciples in a community of faith.”

As part of the Summer Staff at Camp Cowen, please describe what would you do to live up to this statement?

XI. References

Please list people who are not related to you and whom you have known for at least six months.

Work Performance Name _____ Phone _____ Address _____ City _____ State _____ Zip _____
Academic Name _____ Phone _____ Address _____ City _____ State _____ Zip _____
Character Name _____ Phone _____ Address _____ City _____ State _____ Zip _____
Pastor Name _____ Phone _____ Address _____ City _____ State _____ Zip _____

XII. Employment History

List your last three employers, assignments or volunteer activities, starting with the most recent.

Employer & Employment Dates	Address	Phone	Work Performed
1. _____			
2. _____			
3. _____			

I certify that everything in this application is correct and truthful. I understand that past employers (unless I ask West Virginia Baptist Camp at Cowen not to contact them) and references will be contacted by the West Virginia Baptist Camp at Cowen. I also understand that the West Virginia Baptist Camp at Cowen may conduct a criminal record history check for the purpose of ensuring all applicants will have no history of abusing or neglecting children.

Signature _____ Date _____

Return your application to: *Cowen Summer Staff*
276 BAPTIST CAMP ROAD
COWEN, WV 26206

Please give your (4) references the enclosed reference form and a stamped, return envelope addressed to the above address.

Applications will be processed when all reference forms have been returned. Please be sure to have your references complete their forms in a timely fashion.

* If you have any questions about the application or positions available, please e-mail or call Jill Narraway at jill@wvbc.org or 304-210-7030.

INTERVIEWS will be scheduled individually after your application has been received.

WEST VIRGINIA BAPTIST CAMP AT COWEN SUMMER STAFF REFERENCE FORM (2 pages, print 4 copies)

Applicant Information

Name _____ Phone _____

Position applied for _____

Background Information

The West Virginia Baptist Camp at Cowen is owned and operated by the American Baptist Churches of West Virginia. The applicant named above has expressed interest in working for us this summer. We are encouraging you to give us your evaluation of this applicant as you have seen him/her live and perform on a daily basis.

It is our desire to hire a staff person who is trustworthy, caring and loving toward children, teens and adults. It is imperative that all summer staff are positive role models for children between the ages of 7 and 18.

Please print your responses. Thank you, your feedback is greatly appreciated.

Referent Information

Your Name _____ Date Completed _____

Relation to applicant _____

Type of reference given: _____ Academic _____ Christian character
_____ Work _____ Pastor/Spiritual Leader

How long have you known this applicant? _____

Perceptions of Applicant - Please check your perceptions of the applicant.

1. Responsibility

- _____ Excellent - diligently follows through on all tasks
- _____ Good - follows through on tasks
- _____ Average - usually follows through on tasks
- _____ Poor - follows through on tasks when convenient

4. Leadership

- _____ Excellent - a leader of leaders
- _____ Good - contributes positively
- _____ Average - usually well balanced
- _____ Poor - ___ passive ___negative influence

2. Work Ethic

- _____ Excellent - puts forth the extra effort
- _____ Good - will put in a fair day's work
- _____ Average - works enough to get by
- _____ Poor - lazy

5. Emotional Stability

- _____ Excellent - exceptional stable consistent
- _____ Good - well balanced in most situations
- _____ Average - usually well balanced
- _____ Poor - ___excitable ___unresponsive

3. Judgment

- _____ Excellent - consistently makes wise decisions
- _____ Good - makes good decisions
- _____ Average - makes fair decisions
- _____ Poor - ___hasty decisions ___indecisive

6. Initiative

- _____ Excellent - will look for things to do
- _____ Good - will do what needs to be done
- _____ Average - will do the obvious
- _____ Poor - purposeless

7. Cooperation

- Excellent - deeply sensitive
- Good - generally concerned for others
- Average - cooperates when convenient
- Poor - difficult to work with

8. Integrity

- Excellent - consistently trustworthy
- Good - generally honest and true
- Average - may stretch the truth
- Poor - questionable

9. Communication

- Excellent - articulates in all groups
- Good - usually gets thoughts across well
- Average - gets thoughts across, may be hesitant
- Poor - difficulty articulating thoughts

10. Motivation

- Excellent - highly self motivated
- Good - effectively motivated
- Average - usually purposeful
- Poor - purposeless

11. Appearance

- Excellent - outstanding first impression
- Good - well groomed, good first impression
- Average - fair first impression
- Poor - sloppy, negative first impression

12. Team Participation

- Excellent - outstanding group member
- Good - contributes positively in a group
- Average - usually contributes positively
- Poor - difficulty working in a group

13. Sociability - mark all which apply to the applicant

- | | | | |
|-------------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> gregarious | <input type="checkbox"/> withdrawn | <input type="checkbox"/> aggressive | <input type="checkbox"/> wise |
| <input type="checkbox"/> confident | <input type="checkbox"/> noisy | <input type="checkbox"/> hard to read | <input type="checkbox"/> meticulous |
| <input type="checkbox"/> arrogant | <input type="checkbox"/> perceptive | <input type="checkbox"/> contemplative | <input type="checkbox"/> spontaneous |
| <input type="checkbox"/> analytical | <input type="checkbox"/> humorous | <input type="checkbox"/> determined | <input type="checkbox"/> rude |
| <input type="checkbox"/> blunt | <input type="checkbox"/> mature | <input type="checkbox"/> excitable | <input type="checkbox"/> articulate |
| <input type="checkbox"/> shy | <input type="checkbox"/> entertaining | <input type="checkbox"/> assertive | <input type="checkbox"/> negative |
| <input type="checkbox"/> consistent | <input type="checkbox"/> hyperactive | <input type="checkbox"/> friendly | <input type="checkbox"/> caring |
| <input type="checkbox"/> helpful | <input type="checkbox"/> condescending | | |

14. What impresses you about this applicant? _____

15. How would you describe the applicant's Christian commitment? _____

16. What one challenge would you give to the applicant for their personal growth? _____

17. With which ages have you seen this applicant interact?

- Infant Preschool Elementary Junior High High School College Adult

18. Have you observed him/her in any of the following capacities?

- | | | | |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Baby Sitter | <input type="checkbox"/> Coach | <input type="checkbox"/> Nursery Worker | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Campus Leader | <input type="checkbox"/> Music Leader | <input type="checkbox"/> Student Athlete | <input type="checkbox"/> Youth Group Advisor |

19. If you had a child of camper age (7-18), how would you feel about this applicant executing his/her duties with your child?

- Highly recommend Recommend with reservation
 Recommend Would not recommend for the position

() I am completely comfortable recommending this applicant to work at the WV Baptist Camp at Cowen.

() I have personal comments I would like to make about this applicant. Please call me at: _____.

Signature _____ Date _____

Return this form to: **Jillene Narraway, 276 Baptist Camp Road, Cowen, WV 26206.**