

SUMMER STAFF WANTED



WV Baptist Camp at Cowen

POSITIONS AVAILABLE:

- † 2 Lifeguards/Maintenance Assistants: (Must be Red Cross Certified or in the process)
- † 1 Registrar
- † 1 Challenge Course Facilitator/Office Assistant
- † 2 Maintenance Assistants
- † 4 Kitchen Helpers:
 - 2 Kitchen Assistants
 - 1 Dishwasher operator
 - 1 pots and pans washer

Application Deadline:

March 2, 2017



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 28 through August 13 (negotiable)

\$265 per week stipend plus room and board

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

Interviews will be March 10-11, 2017.



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

To request an application, contact Jennifer Huber at 1-800-879-9822, jennifer@wvbc.org or print one off of the web at www.campcowen.org.
(Please note when printing off the internet, you will need four copies of the reference form.)

2017 Summer Staff Opportunities

Working on the staff of the West Virginia Baptist Camp is an opportunity of a lifetime. It is a great summer to live with a community of believers! It is 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 a hotel style at the Rev. Jim Cunningham Staff and Retreat House and enjoy fellowship and weekly Bible Studies.

Apply for one of these positions today:

Registrar: This person is responsible for management of the office and store. This person will enter the registrations for camp and facilitate registration each week. 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 daily. The Registrar will work closely with the Director of Discipleship and Camping in maintaining an efficient facility. The Registrar will also have some cleaning responsibilities.

Kitchen Crew: There are four positions available in the kitchen. All four positions are responsible for preparing and serving 3 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 the first few days of work.

The four positions are:

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

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

1 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 assigned by the Cook.

2 Maintenance Assistants: They are 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.

2 Lifeguard/Maintenance Assistants/Kitchen: They 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 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.

Challenge Course/Office Assistant: This individual is responsible for daily maintenance and supervision of the Challenge Course of the West Virginia Baptist Camp. This position requires specific training that may be additional to other staff dates. (not required before applying) This person will also assist the Director of Camping and Registrar with office tasks.

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 PM until Saturday at 12 Noon 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
PO Box 1019
Parkersburg WV 26102

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

Please submit summer staff applications & references by March 2, 2017.

Interviews will be conducted at Camp Cowen on March 10-11, 2017. Each applicant will be invited to this working interview from 8 PM Friday, March 10th through Saturday March 11th, 5 PM.

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 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	Hiring
Information	Personal _____ _____	Position _____ Salary _____
	Spiritual _____ _____	Dates of Employment _____
	Experience _____ _____	Contract Sent _____ Contract Received _____
	Overall _____	

III. Position Desired

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

- | | |
|--|--------------------------------|
| _____ Kitchen Helper | _____ Maintenance/Lifeguard |
| _____ Pots & Pans Washer | _____ Maintenance/Grounds Crew |
| _____ Operate Dishwasher | _____ Registrar |
| _____ Challenge Course Facilitator/Maintenance | _____ Vacation Relief |

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 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 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 which you possess. Explain why you feel they apply.
7. Give three personality traits which you are working at 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 a part of the Summer Staff at Camp Cowen, please describe what would you do to live up to this statement? _____

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 West Virginia Baptist Camp at Cowen. I also understand that West Virginia Baptist Camp at Cowen may conduct a criminal record history check for the purpose of ensuring all applicants will have had no history of abusing or neglecting children.

Signature _____ Date _____

Return your application to: *Cowen Summer Staff*
PO Box 1019
Parkersburg, WV 26102

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 Rob Ely at ely@wvbc.org or 304-422-6449

APPLICATION DEADLINE: Postmarked No Later than March 2, 2017

THE TARGET DATES FOR INTERVIEWS ARE March 10-11, 2017
8:00 p.m. Friday—5:00 p.m. Saturday
OTHER ARRANGEMENTS CAN BE MADE IF NECESSARY

All interviews will be held at Cowen and you need to plan to attend the entire session.

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.

- | | |
|---|---|
| <p>1. Responsibility</p> <p><input type="checkbox"/> Excellent - diligently follows through on all tasks</p> <p><input type="checkbox"/> Good - follows through on tasks</p> <p><input type="checkbox"/> Average - usually follows through on tasks</p> <p><input type="checkbox"/> Poor - follows through on tasks when convenient</p> | <p>4. Leadership</p> <p><input type="checkbox"/> Excellent - a leader of leaders</p> <p><input type="checkbox"/> Good - contributes positively</p> <p><input type="checkbox"/> Average - usually well balanced</p> <p><input type="checkbox"/> Poor - ___passive ___negative influence</p> |
| <p>2. Work Ethic</p> <p><input type="checkbox"/> Excellent - puts forth the extra effort</p> <p><input type="checkbox"/> Good - will put in a fair day's work</p> <p><input type="checkbox"/> Average - works enough to get by</p> <p><input type="checkbox"/> Poor - lazy</p> | <p>5. Emotional Stability</p> <p><input type="checkbox"/> Excellent - exceptional stable consistent</p> <p><input type="checkbox"/> Good - well balanced in most situations</p> <p><input type="checkbox"/> Average - usually well balanced</p> <p><input type="checkbox"/> Poor - ___excitable ___unresponsive</p> |
| <p>3. Judgment</p> <p><input type="checkbox"/> Excellent - consistently makes wise decisions</p> <p><input type="checkbox"/> Good - makes good decisions</p> <p><input type="checkbox"/> Average - makes fair decisions</p> <p><input type="checkbox"/> Poor - ___hasty decisions ___indecisive</p> | <p>6. Initiative</p> <p><input type="checkbox"/> Excellent - will look for things to do</p> <p><input type="checkbox"/> Good - will do what needs to be done</p> <p><input type="checkbox"/> Average - will do the obvious</p> <p><input type="checkbox"/> Poor - purposeless</p> |

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

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

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

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

9. Communication
 Excellent - articulates in all groups
 Good - usually gets thoughts across well
 Average - gets thoughts across, maybe hesitant
 Poor - difficulty articulating thoughts

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?

- Baby Sitter Coach Nursery Worker Teacher
 Campus Leader Music Leader Student Athlete 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 by **March 2, 2017** to: **Jennifer Huber, PO Box 1019, Parkersburg, WV 26102**