

WANTED

SUMMER STAFF



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 12, 2012***



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 29 through August 13 (negotiable)

\$240per week stipend plus room and board

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

Interviews will be March 23-24 2012

What is this?
Answer: a QR Code. Scan the code with your smart phone and you will be directed to Camp Cowen's webpage where you can download the staff application pages.

To request an application, contact Valma Adams at 1-800-879-9822, adams@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.)

WEST VIRGINIA BAPTIST CAMP AT COWEN

2012 - 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 _____

	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 1-800-879-9822

APPLICATION DEADLINE: Postmarked No Later than March 12, 2012

THE TARGET DATES FOR INTERVIEWS ARE March 23-24, 2012

8:00 p.m. Friday—4:00 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 (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 | 4. Leadership |
| ____ Excellent - diligently follows through on all tasks | ____ Excellent - a leader of leaders |
| ____ Good - follows through on tasks | ____ Good - contributes positively |
| ____ Average - usually follows through on tasks | ____ Average - usually well balanced |
| ____ Poor - follows through on tasks when convenient | ____ Poor - ___passive ___negative influence |
| 2. Work Ethic | 5. Emotional Stability |
| ____ Excellent - puts forth the extra effort | ____ Excellent - exceptional stable consistent |
| ____ Good - will put in a fair day's work | ____ Good - well balanced in most situations |
| ____ Average - works enough to get by | ____ Average - usually well balanced |
| ____ Poor - lazy | ____ Poor - ___excitable ___unresponsive |
| 3. Judgment | 6. Initiative |
| ____ Excellent - consistently makes wise decisions | ____ Excellent - will look for things to do |
| ____ Good - makes good decisions | ____ Good - will do what needs to be done |
| ____ Average - makes fair decisions | ____ Average - will do the obvious |
| ____ Poor - ___hasty decisions ___indecisive | ____ 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, maybe 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?
 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 16, 2012** to: **Valma Adams, PO Box 1019, Parkersburg, WV 26102**