

# SUMMER STAFF



## WV Baptist Camp at Cowen



**Now Accepting  
Applications**

**Due March 1**

### **POSITIONS AVAILABLE:**

#### **Full Summer Staff:**

- Registrar
- Media Intern/Videographer
- Photographer
- 2 Lifeguards/Maintenance Assistants
- 2 Maintenance Assistants
- Steward
- Kitchen Helpers:
  - Morning Cook
  - 2 Kitchen Assistants
  - Dishwasher operator
  - Pots and Pans Washer

#### **Summer Interns:**

- 2- to 6-week contracts
- Flexible schedule
- Open to ages 16 and up
- Opportunities to serve\*:
  - Kitchen
  - Dishroom
  - Steward
  - Maintenance
  - Lifeguard

\*dependent on scheduling, experience, and necessary certifications

### **QUALIFICATIONS (Preferred)**

- ✓ From an ABC/USA-WVBC church (other denominations will be considered)
- ✓ Has the ability and desire to work hard and relate well with peers
- ✓ A committed Christian
- ✓ Has a desire to serve in a ministry setting

**Summer Schedules from May 30 through August 8**

### **BENEFITS**

- ✓ Free room & board for all staff
- ✓ \$325 per week for full-summer staff PLUS \$100 bonus at end of contract
- ✓ \$275 per week for summer interns
- ✓ Fun, supportive Christian workplace
- ✓ Internship experience

For more information, contact Kayla Starcher at 1-304-422-6449,  
kayla@wvbc.org, or visit [www.campcowen.org/staffing](http://www.campcowen.org/staffing).

*(Please note when printing application, you will need to make four copies of the reference form.)*

# 2024 Summer Staff Opportunities

Working on staff at the West Virginia Baptist Camp at Cowen is an opportunity of a lifetime! It's 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.

We are seeking dedicated, highly motivated applicants to serve the Lord by working to create a safe, clean, and welcoming environment at camp. Camp Cowen staff is comprised of combination of full-summer positions and summer internship opportunities. Compensation and benefits reflect the increased commitment and responsibility of the full-summer staff positions. Summer internships are available for younger applicants and have customizable schedules. Key staffing positions such as registrar, morning cook, photographer, and videographer serve for the whole season.

## Full-Summer Staff Positions

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

Media Intern/Videographer: This person manages the onsite filming of activities, creation of videos of current programs and future promotion, and managing connection with campers, parents, and churches through our webpage and social media platforms. This person works closely with the Associate Director of Camping and Youth, along with weekly Camp Directors, in telling the story of the ministry and mission of camp through videos and social media.

Photographer: This person documents 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 with the Media Intern and assists the Registrar.

The four kitchen positions are:

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

One Dishwasher: 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: 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. A Red Cross Lifeguard Certification is also required. (You may be in the process as an applicant). These individuals are also assigned daily bathhouse cleaning and other maintenance tasks assigned by the Camp Director.

Steward: Working alongside multiple departments, stewards help kitchen and maintenance to keep camp functioning well. Daily responsibilities include keeping the dining hall clean, setting tables, assisting in dishroom, stocking and assisting in store, emptying trash, and cleaning bathrooms.

All applicants must be able to live on-site during their employment. Housing and meals are provided along with a weekly stipend. The typical workweek is from Sunday 1:00 pm until Saturday at 12:00 pm or as soon as all cleaning is complete.

## Summer Internships

Camp Cowen summer internships are flexible, week-by-week employment opportunities for 16- to 18-year-olds. If you can't commit to the whole summer, apply to one of our internships!

All Camp Cowen interns must:

- Be 16 years of age or older
- Be able to serve a minimum of 2 weeks in the summer
- Have the ability and desire to work hard and relate well with peers

Summer Schedules between May 30 and August 8. We will work with your availability.

Interns will be working a variety of positions from week to week, including:

- Kitchen Assistants
- Dishroom
- Maintenance
- Life Guards (certification required)

Other tasks may be assigned, including cleaning bathrooms and cabins.

## Staff & Internship Application Process:

To apply for any of these positions, please 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.

This application and the reference forms are available online at [campcowen.org/staff](http://campcowen.org/staff).

# WEST VIRGINIA BAPTIST CAMP AT COWEN SUMMER STAFF APPLICATION

## 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 \_\_\_\_\_  
 Church Attending \_\_\_\_\_ Denomination \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Attending Since \_\_\_\_\_

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

\_\_\_\_\_ Signature \_\_\_\_\_ Date

## Position Desired

Are you applying for full-summer staff or summer intern: Full-Summer Staff \_\_\_\_\_ Summer Intern \_\_\_\_\_

What weeks are you available throughout the summer? Circle all that apply.

- |                |                  |
|----------------|------------------|
| June 2-8       | July 7-13        |
| June 9-15      | July 14-20       |
| June 16-22     | July 21-27       |
| June 23-29     | July 28-August 3 |
| June 30-July 6 | August 4-10      |

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                |
| _____ Photographer       | _____ Videographer             |

**OFFICE USE ONLY. TURN PAGE TO COMPLETE APPLICATION.**

Date Application Received \_\_\_\_\_ References Received 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

<p><b>Summary Evaluation</b></p> <p>Personal _____</p> <p>_____</p> <p>Spiritual _____</p> <p>_____</p> <p>Experience _____</p> <p>_____</p> <p>Overall _____</p>	<p><b>Hiring Information</b></p> <p>Position _____</p> <p>Salary _____</p> <p>Dates of Employment _____</p> <p>Contract Sent _____</p> <p>Contract Received _____</p>
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**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\_\_\_\_\_

**Education**

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Date of GED \_\_\_\_\_

College \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Other Education \_\_\_\_\_

Athletic/Band/Arts Organizations \_\_\_\_\_

Christian Group Involvement \_\_\_\_\_

**Previous Experience**

Have you attended Camp Cowen before as a camper, counselor, volunteer, or staff member? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe your previous involvement at camp: \_\_\_\_\_

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

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

**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: \_\_\_\_\_

## Maturity

Answer the following questions on a separate sheet of paper:

Applications due March 1.  
Interviews will be held in  
person at Camp Cowen  
March 15-16.

1. What are your goals in coming to the WV Baptist Camp at Cowen?
2. When and how did you become a Christian?
3. Explain what the following statement means to you...“Follower of Christ!”
4. List three affirming attributes you possess and explain why you feel they apply.
5. Give three personality traits you are working on improving. How do you intend to achieve these goals?
6. Describe what “hard work” means to you.
7. What role has Christianity played in your life?
8. Describe what Colossians 3:17 means to you. How do you think it will apply to Camp Cowen Summer Staff?
9. Describe the qualities of a good team.
10. As part of the Summer Staff at Camp Cowen, please describe what would you do to live up to this statement: “Camp Cowen: where people meet Jesus and grow as His disciples in a community of faith.”

## References

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

<b>Work Performance</b> Name _____ Phone _____ Address _____ City _____ State _____ Zip _____
<b>Academic</b> Name _____ Phone _____ Address _____ City _____ State _____ Zip _____
<b>Character</b> Name _____ Phone _____ Address _____ City _____ State _____ Zip _____
<b>Pastor</b> Name _____ Phone _____ Address _____ City _____ State _____ Zip _____

## Employment Eligibility

Are you a U.S. citizen/ Do you have a working visa? You need to prove this upon hiring with (1) social security card, copy of birth certificate, or working visa and (2) valid Driver's License. \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been charged with, convicted of, pled guilty to, or no contest to any crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been disciplined or censured for any reason by a church or ministry? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes to either of the above questions, please explain: \_\_\_\_\_

Do you consent to a criminal background check? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you consent to background inquiries to persons named by you and any other person? \_\_\_\_\_ Yes \_\_\_\_\_ No

*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 \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize West Virginia Baptist Convention and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records including the National Sex Offender Registry..

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to West Virginia Baptist Convention or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release West Virginia Baptist Convention, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

I understand that I have a right to request a copy of the report provided by Protect My Ministry, Inc. West Virginia Baptist Convention and its designated agents shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*if applicant is under the age of 18*

Return your application and 4 references to: Cowen Summer Staff  
276 BAPTIST CAMP ROAD  
COWEN, WV 26206

Applications will be processed when all reference forms have been returned.

If you have any questions about the application or positions available, please contact Jill Narraway at [jill@wvbc.org](mailto:jill@wvbc.org) or 304-210-7030.

**Applications are due March 1. Interviews will be held in person at Camp Cowen March 15-16.**