



Luther Park Bible Camp

Job Announcement

Luther Park Bible Camp in Chetek, Wisconsin is seeking a full-time, year-round Property Manager.

Property Manager Job Description

ROLE DESCRIPTION

The purpose of this position is to carry out the mission of Luther Park Bible Camp through the care and development of Luther Park property, facilities and equipment. The person in this position must be willing to live by the basic tenets of the reformed faith, the ELCA and the personnel policies of Luther Park Bible Camp. Luther Park seeks a servant leader with a mix of practical and creative ideas, strong maintenance, troubleshooting, problem-solving and communication skills, as well as a passion for outdoor ministry.

QUALIFICATIONS:

Required

- A commitment to Jesus Christ and the ability to proclaim the gospel in a manner consistent with Lutheran theology, to be committed to Luther Park Bible Camp's (LPBC) philosophy and program as it continues to develop within the mission of the Christian Church and Member Congregations.
- A commitment to create an inclusive and welcoming environment for all people
- At least 21 years of age
- Associate Degree in relevant field or equivalent work experience
- Proficiency in the safe and proper user of power equipment and tools, heavy and light machinery, and building materials
- Knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical wiring and controls, HVAC, vehicle and machinery operation and maintenance, swimming pool maintenance, and groundskeeping
- Excellent written, verbal and listening communication skills
- Demonstrated personal responsibility, resourcefulness and individual initiative
- Ability to give and take instructions and to provide leadership while directing subordinates and volunteer work crews
- The ability to model and facilitate healthy communication and conflict resolution skills
- Willingness to adapt to changing situations and the openness to learn a variety of tasks
- A heart for others and the cares and concerns of a diverse constituency with the ability to manage for the needs of LPBC

Preferred

- Outdoor ministry work experience
- Bachelor's Degree in relevant field
- Work experience and demonstrated proficiency in the following areas: construction, carpentry, plumbing, electrical wiring and controls, HVAC, vehicle and machinery operation and maintenance, swimming pool maintenance, and groundskeeping



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ACCOUNTABILITY

Reports to the Executive Director

RESPONSIBILITIES

General

- Ensure that the camp property, facilities and equipment are well maintained
- Develop and implement a weekly, monthly and yearly schedule of maintenance responsibilities
- Assist the Executive Director and the Finance Committee in budgeting costs for maintenance needs, equipment replacement, and proposed development and land management
- Report general condition of camp property at Property Committee meetings
- Communicate effectively and courteously in a spirit of teamwork, respect and customer service
- Make purchases as authorized
- Attend weekly staff meetings

Specific

- Make repairs to equipment and facilities as needed
- Work with outside vendors, contractors and repairmen when necessary
- Ensure that camp facilities conform to state health and safety codes and American Camping Association Standards
- Oversee the construction of capital improvement projects
- Land and forest management
- Maintain an inventory of all tools and equipment
- Keep maintenance records for facilities, equipment, and vehicles
- Be responsible for planning, recruiting, and supervising volunteer work crews to include having materials and equipment on hand for projects as needed, and training staff and groups in the proper use of camp equipment
- Write specifications and obtain bids for projects or equipment as requested by the Executive Director or Property Committee
- Schedule and supervise other employees assigned to maintenance/grounds tasks
- Assist with grounds work as needed (mowing, tree trimming/removal, snow removal, etc.)
- Participate in an annual evaluation with the Executive Director
- Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilization occurs
- Repair equipment as needed and store equipment for safety
- Provide leadership to volunteer crews so their efforts are safely applied to approved projects
- Work with volunteers to maximize participation and develop positive contributions



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- Other responsibilities may include carpentry; drywall; electrical; flooring; heating and cooling; kitchen and bath remodeling; painting; plumbing; pressure washing; roofing, windows and doors. Versatile enough to repair faulty appliances and toilets, fix minor electrical issues, remodel rooms, paint building exteriors and handle numerous other tasks

PHYSICAL WORKING CONDITIONS

This job requires the ability to frequently lift or move items weighing up to 25 pounds, and occasionally lift or move items weighing up to 50 pounds. The job also requires the ability to use hands to manipulate tools and objects or control equipment; adequate vision to do the same safely; stamina and dexterity. The employee will need to be able to move about the property to perform tasks, including standing for extended periods, walking, climbing stairs or ladders, stooping, kneeling, crouching, or crawling to perform functions in various weather conditions.

COMPENSATION

- The position of Properties Manager is considered a salaried, full-time, year-round position
- Salary commensurate with qualifications and experience
- Three weeks of paid vacation for each of the first three years, four weeks per year after three years
- Nine paid holidays
- Health insurance and pension benefits
- Sick leave accrued at one day per month up to twelve working days
- Use of a camp vehicle while on camp business or, in the event that a camp vehicle is unavailable, mileage at the current federal rate
- The Property Manager may eat meals, when provided, with the camp community

TO APPLY

Submit a resume, cover letter, and names and current phone numbers of three references to Dick Iverson, LPBC Interim Executive Director, at iver29@frontiernet.net.

APPLICATION DEADLINE

Screening of applicants will begin on March 6, 2023 and will continue until the position is filled.