



Properties Associate

Job Description

Mission: To encourage youth, adults, and families to discover and strengthen a life-changing relationship with Jesus Christ through high-quality Christian camp experiences that consistently proclaim Jesus and reflect His love.

Vision: Lake Beauty Bible Camp (LBBC) is a place set apart where the heart, mind, body, and soul of every guest can encounter the living God.

Organizational Relationships:

- o Reports to and works collaboratively with the Properties Manager.
- o Communicates and collaborates with the other Properties Associates.
- o When directed to do so, provides direction, oversight, and support for LBBC interns, summer staff, and volunteers.

Position Overview:

The Properties Associate provides professional and consistent support throughout Lake Beauty Bible Camp's Properties department. This position will report directly to the Properties Manager for regular job tasking and will skillfully aid in the upkeep of camp property. The Properties Associate will help ensure that Lake Beauty Bible Camp will remain "a place set apart" to all guests by maintaining a high standard of functionality, safety, and beauty across the camp.

Education and Experience:

- o A high school degree or equivalent is required.
- o At least two years' experience working in maintenance, construction, or utilities related positions.

Job Responsibilities:

1. General Maintenance

- a. Engage in the general repair and maintenance of all Lake Beauty buildings, structures, water systems, and vehicles.
- b. Maintain safe walking and driving areas by removing snow with the use of plows, snowblowers, and shovels.
- c. Prepare the camp for seasonal changes.
- d. Be available to assist guests of Lake Beauty with facility problems.
- e. Assist with any work on construction and renovation projects.
- f. Perform preventative maintenance as well as repairs on existing problems.

2. Team Collaboration

- a. Oversee projects involving LBBC interns, summer staff, and volunteers under the direction of the Properties Manager.
- b. Partake in a weekend rotation of available Properties team members.
- c. Be available for maintenance related questions from staff and volunteers.
- d. Assist Properties Manager in responding to work orders and maintaining detailed records of work performed.

Additional: Work with area departments as needed to clean, prepare, and facilitate camp programming.

Knowledge, Skills, and Abilities:

- o Responsible, organized, and able to prioritize and handle multiple projects at once.

- o Able to complete tasks with minimal supervision.
- o Ability to think ahead and take preventative measures.
- o Ability to communicate effectively with superiors, peers, and subordinates.
- o Can effectively lead both large and small groups of workers who demonstrate a wide range of abilities.
- o Holds a working knowledge of basic hand and power tools common to the duties of this position.
- o Can safely lift heavy loads of up to 50lbs, maneuver in tight spaces, be comfortable with heights, and can handle extreme seasonal weather.
- o Basic knowledge of workplace computer software, namely Google Workspace and Microsoft Office.
- o Holds a working knowledge of a wide variety of facilities and maintenance related skills.
- o Demonstrates a willingness to learn new maintenance related skills and methods.
- o Ability to operate heavy equipment such as backhoes, skid loaders, and tractors.

Type of Position: Full-Time, Salary, Year-Round

Desired Licensure/Certification:

- o Class A or B driver's license with a clean driving record.

Apply at lbbc.com/employment

Lake Beauty Bible Camp

25766 Hummingbird Trail, Long Prairie, MN 56347 (320-732-3218)