



Properties Director

Job Description

March 2026

Position Purpose:

To ensure that Lake Beauty Bible Camp (LBBC) is a place set up for effective ministry through maintenance and improvements to its facilities and grounds.

Organizational Relationships:

Reports to the Camp Director. Works closely with the other LBBC departmental heads. Provides direction to Properties Associates, interns, summer staff, and volunteer workers.

Position Type:

Year-round, full-time, salaried+benefits (further information available upon request).

This position is required to live in on-site staff housing or within close proximity to LBBC.

General Requirements for all LBBC Year-Round Staff:

- Demonstrate a strong and maturing faith in Jesus Christ as Savior and Lord and the ability to articulate that faith. Can serve effectively in a Christian camping ministry context.
- Exhibits speech, conduct, and character consistent with the Evangelical Covenant Affirmations.
- Works collaboratively with others, prioritizing team goals and organizational outcomes over personal preferences.
- Actively participates in assigned responsibilities pertaining to the discipleship of Pathfinder Interns.
- Demonstrates initiative, reliability, and follow-through with proper time management and meeting deadlines.
- Maintains productivity and a positive attitude in a fast-paced environment that may include interruptions and occasional chaos.
- Willingly receives and carries out direction and guidance from supervisors, while also keeping them updated on progress.
- Actively participates in staff meetings, activities, and organizational initiatives as assigned.
- Contributes to a healthy organizational culture through respectful communication, cooperation, and sharing appropriate information across departments.
- Adheres to all policies, procedures, and expectations outlined in the LBBC Staff Handbook and other relevant materials.
- Willingly performs any other duties assigned by leadership, which may be outside of the one's typical departmental responsibilities.
- Possesses the physical, mental, and professional capacity to fulfill job duties. Including:
 - Basic technology use (Google Workspace, two-way radios, corporate phones systems)
 - The ability to lift up to 50 pounds
 - Climb stairs or ladders
 - Can handle extreme seasonal weather
 - Work in varied conditions for extended periods
 - Maintain a valid driver's license with a clean driving record

Specific Qualifications for this Position:

- An associate degree is required, or at least three years' experience working in Christian camping, Christian ministry, or facilities management.
- Understands effective processes for planning and executing work projects, and can also manage multiple projects at once.
- Can effectively lead both large and small groups of workers who demonstrate a wide range of abilities.
- Ability to think ahead and take preventative measures.

Specific Responsibilities for this Position:

1. Project Management

- a. Manages and oversees the maintenance and development of all grounds, buildings, fleet, and utilities.
- b. Prepares and executes a preventative maintenance program.
- c. Prepares the camp for seasonal changes.
- d. Monitors an orderly work order system, while keeping detailed records of work performed.
- e. Manages departmental expenses, budgets, and financial reporting.
- f. Maintains a clean and organized workshop and storage areas.
- g. Formulates strategic improvement plans and cost analyses for major projects in collaboration with the Camp Director.

2. Team Management

- a. Provides leadership in project completion with strong relational skills.
- b. Delegates appropriate maintenance tasks to Associates, Pathfinder Interns, volunteers, and other LBBC staff.
- c. Offers consultation and specialized assistance to Pathfinder Interns as they complete any properties-related Legacy Projects.
- d. Builds and maintains a contact list of contracted workers or skilled volunteers.
- e. Communicates regularly with the Camp Director on maintenance and facilities updates.
- f. Trains staff, Pathfinder Interns, and volunteers in appropriate maintenance tasks.
- g. Is available for maintenance related questions from staff and volunteers.

3. General Maintenance

- a. Engages in the general repair and maintenance.
- b. Responds to the maintenance-related needs of LBBC guests, including urgent after-hours needs.
- c. Assists with any hands-on work on major construction and renovation projects.
- d. Performs preventative maintenance.

Specific Essential Functions for this Position:

- Ability to respond to urgent maintenance needs after-hours.
- Ability to operate a wide-range of equipment - from heavy equipment to basic hand-tools.
- Comfortable with maneuvering in uncomfortable settings, including heights, tight spaces, and dirty conditions.
- Possesses a valid Minnesota boating license.
- Possesses a Minnesota Wastewater Operators License (or able to obtain one within the first year of employment).

Apply at lbbc.com/employment

Lake Beauty Bible Camp

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