



# BEAR CREEK CAMP

## Bear Creek Camp & Conference Center

Eastern PA Lutheran Camp Corporation  
PO Box 278, Bear Creek, PA 18602  
570-472-3741

### Position Description

**Position:** Property Manager

**Accountable To:** Executive Director

**Overall Responsibility:** With a commitment to Christ and the Church, the Property Manager serves the mission and vision of Bear Creek Camp through maintaining, repairing and caring for all buildings, vehicles, roads, trails and equipment at the Bear Creek Camp property. The Property Manager joins the rest of the staff in promoting camp programs, and to provide a welcoming and hospitable Christian community for all guests.

**Position Responsibilities:** Oversee the maintenance, repair and upkeep of all aspects of the Bear Creek Camp site. This includes but is not limited to: identifying and planning all facility repairs and performing the work if able, creating a safe and friendly work environment, working with program staff to keep Bear Creek Camp within required ACA (American Camping Association) regulations, placing the highest priority on the safety and comfort of our guests, overseeing volunteers with a patient and friendly attitude, removing snow, supplying the camp with needed firewood, grounds keeping, offering expertise to future projects and routinely checking the site to find problems before they occur.

**Administration Responsibilities:** Train, supervise, and evaluate assistant staff in conjunction with the Executive Director; maintain records of tasks accomplished; maintain records of camp water tests; communicate with local Conservation Officer regarding maintenance of the road. Other duties as assigned.

**Public Relations:** Promote Bear Creek Camp programs at appropriate times; Treat all volunteers, visitors and guests with the utmost respect & patience.

**Required Qualifications:** Solid Christian faith with understanding and appreciation for the doctrine of the Evangelical Lutheran Church in America. Demonstrated skills in related fields (electrician, plumbing etc.), ability to work as part of a team, organizational skills, time management and delegation skills.

**Compensation:** Salary, Benefits

Please send cover letter and resume by September 25 to:

Dan Scharnhorst  
Bear Creek Camp  
PO Box 278  
Bear Creek, PA 18602  
OR  
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