

Palmetto Bible Camp Property Manager

Since 1966, Palmetto Bible Camp (PBC) has provided excellence in Christian camping. Nestled in the foothills of South Carolina, PBC operates 7 weeks of summer camp, a variety of Christian retreats, and is a partner to a variety of outside organizations who rent our facilities for events.

We are seeking a Property Manager to work with the PBC Board to ensure that our mission and operational goals are realized to full potential. This position requires a commitment to PBC, maintenance and stewardship of our property, assisting the board in evaluating priorities for future development, and being an ambassador of PBC to our neighbors and community.

This will be a full-time (40 hours per week) non-exempt position. Work hours are flexible and shall coincide with the activities at camp each day of the week. Compensation will be commensurate with experience and include paid time off (PTO) and seven paid annual holidays. The Property Manager will be required to live on camp in provided housing. No health insurance or retirement benefits are included. The Property Manager cannot hold an additional full-time job elsewhere but is allowed to work part-time for others when not needed at PBC.

JOB RESPONSIBILITIES INCLUDE (but not limited to):

- Overall care, maintenance, and operation of PBC property and facilities.
- Maintenance of all camp property to ensure safety, cleanliness, and readiness for summer sessions and all other PBC events and rentals.
- Monitoring and security for the camp.
- Maintain and service all camp power equipment, vehicles, and tools. Ensure all equipment is safely stored, labelled, and inventoried.
- Ensure communication and compliance with local, county and state agencies.
- Interface with all contractors, suppliers and local service providers as needed.
- Coordination with all rental groups to ensure check-in/check-out procedures are followed, and work with PBC assigned staff to manage the rental calendar.
- Communicate with assigned supervisor, board chair and board regarding facility and operational issues.
- Work in conjunction with camp directors to ensure smooth operations for the weeks of camp.
- Stocking and preparing the canteen prior to weekly camping sessions & PBC events.
- Oversee construction, renovation, maintenance and grounds projects and upkeep. Communicate with volunteer service teams for camp projects.
- Plan, organize and complete camp improvements and projects in a timely manner as authorized by the PBC Board.
- Maintain time records of hours worked, with electronic copies submitted to your supervisor and the bookkeeper. Information to be recorded electronically in QuickBooks Online.

- Provide electronic copies of all purchase receipts for PBC expenses to the PBC Bookkeeper each week. A PBC credit card will be provided for PBC expenses.
- Provide itemized mileage of use of personal vehicle for PBC purposes to the PBC Bookkeeper each month for reimbursement.
- Retain all other records as required by the PBC Board.
- Attend all PBC Board meetings and other meetings planned by the PBC Chairman.

PHYSICAL REQUIREMENTS:

- Position requires walking, sitting, standing, and driving for extended periods. Must be able to maneuver up to 100 lbs. and lift 50 lbs. Endurance to work extended hours with sustained energy and upbeat demeanor.

JOB QUALIFICATION REQUIREMENTS:

- Excellent communication and relational skills.
- Previous experience in Christian camping.
- Ability to manage multiple priorities, meet deadlines and work cooperatively and effectively with a broad range of people.
- Gifted to work independently with minimum supervision.
- General knowledge, skills, and experience with carpentry, plumbing, HVAC, and electrical systems.
- Ability and experience with earth moving equipment and other heavy machinery.
- Ability to pass drug tests and criminal background checks.

SPIRITUAL REQUIREMENTS:

- Committed follower of Jesus with life evidence of fruit of The Spirit (Galatians 5:22-26).
- Exhibiting a life and walk worthy of your calling as a disciple of Jesus (Ephesians 4:1-6; Colossians 1:10).
- It is desired for this position to be filled by someone associated with churches of Christ but not required.

If interested, please submit your resume and at least three (3) references to Kent Massey at KMassey@prcoc.org Please direct any questions to the same.