



## Property Manager Support Staff

### Property Manager Support Staff (Female Only position. Family welcome)

Job Title:	Property Manager Support Staff	Department:	Programing
Compensation:	On-site housing + basic utilities (\$2500 value)	Reports to:	Operations Director
Who May Apply:	Female Only		

**Location:** Garden Gate Ranch – Greater Des Moines, IA area

**Schedule:** The schedule can fluctuate occasionally depending on daily needs. Mandatory Sunday–Thursday, 10 pm–8 am (overnight security and emergency needs)

**Time Off:** Most week-ends: Friday 4 pm – Sunday 10 pm (occasional weekend coverage or volunteer group lead needed) You are able to have an off site job if it doesn't conflict with GGR duties.

### About Garden Gate Ranch

Garden Gate Ranch is a Faith-Based Christian Organization providing safe housing and restorative and transitional services for sexually exploited women and their young children. Partnering with our community to ensure every woman is free from exploitation and abuse.

### Position Overview

The Property Support Staff provides property management and overnight supervision, spiritual encouragement, and practical support for clients in our program. This role helps maintain a safe, structured, and nurturing environment while assisting with property care, animal care, and volunteer coordination. This is a female-only position due to the nature of services provided to female residents. (family welcome to live on-site)

### Key Responsibilities

- Provide overnight security and emergency coverage as needed
- Offer supervision, support, and biblical encouragement to clients



## Property Manager Support Staff

- Enforce GGR policies and model healthy boundaries at all times
  - Ensure all GGR policy and procedures are routinely followed, including but not limited to:
    - Out door chores and Life Skills
    - Policy Handbooks
    - Culture of Alignment
    - Ranch Rules
- Writing and updating SOPs as needed
- Assist with animal care
  - Do daily check and confirm
    - Feed/water all animals
    - Groom horses weekly
    - Clean up after animals
    - Check gates and fences
    - Supply purchasing, vet/grooming transport, etc.)
  - Clients will have a rotation of chores including gardening and animal care, but on occasion the property overseer will need to complete.
- Maintain gardens, flower beds, and seasonal outdoor tasks (snow removal for walkway safety, weed control, etc)
- Clean and prepare rooms and cottages after client transitions from property
- Change door and gate codes
- Do regular emergency drills with staff & clients
- Organize and oversee volunteer work groups on occasion
- Maintain storage areas and assist with property upkeep
- Maintain all security equipment
  - Gate
  - ADT or any security system
    - Set nightly
  - Walkie talkies
- Check property and home for any security issues
  - Provide assistance when needed
- Check and report all unauthorized visitors on property
- Check out excessive noise in the home/or property
- Call law enforcement when needed

### Organizational Leadership

- The Property Manager Support Staff must have the ability to catch the vision and mission of GGR and implement what has been established by the Executive Leadership and the Board of Directors



## Property Manager Support Staff

- Be a healthy, trusting, cohesive Team member that works well together to accomplish the mission of the program
- Use the strength-based and trauma-informed approach in dealing with staff, volunteers, and clients
- Professionally represent Garden Gate Ranch positively and engagingly on tours, at social activities, and events
- Participate in Team meetings and required training
- Participate and support in fund raising events

## Develop and Model Healthy Living for Clients, Staff and Volunteers

- Provide clients, volunteers, and staff with a safe and supportive environment through functional, healthy, appropriate boundaries and balanced relationships that demonstrate the love of Christ
- Maintain an active, growing relationship with the Lord and your spouse/children
- Cultivate an atmosphere of mutual respect through words and behaviors
- Be an example of a healthy relationship with your husband as an example to our clients
- Lead by example in modeling a healthy lifestyle in the body, soul, and spirit
- Provide direction and encouragement to residents when needed
- Practice and teach healthy boundaries to program clients
- Provide support and crisis help as is necessary
- Maintain a teachable attitude

## Qualifications

- Female, 21+ (family welcome)
- Ability to live on-site
- Valid driver's license, insurance, and clean driving record
- Fluent in English (speaking & writing)
- Gardening and basic property-care skills
- Strong communication, organization, and time-management abilities
- Ability to problem-solve, set healthy boundaries, and navigate conflict biblically
- Active, growing Christian faith; regular church involvement
- CPR certification (or willingness to obtain)
- Clean background check, drug test, and adherence to GGR policies (substance-free property, no pornography, no illegal weapons)

## Preferred

- Experience in faith-based, trauma-informed, or survivor-centered environments



## Property Manager Support Staff

- Ability to lead volunteers and work collaboratively
- Consistent follow-through, adaptability, and a teachable spirit

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\*The support staff apartment is in the lower level of the home with an intercom system available for residents to contact support staff if needed overnight. The apartment has a private entry and private exterior keyless entry as well as a keyless entry in the main home. Approximately 2200 square feet of living space. There are two bedrooms and two bathrooms, kitchen, hearthroom, living areas and laundry. All appliances are included. Family welcome.