



JOB DESCRIPTION

The Property Management Team, consists of the Security & Maintenance Manager (male) and the House Manager Support Staff (female only).

Garden Gate Ranch is a faith-based Christian organization providing safe housing and restorative and transitional services for sexually-exploited women and their children.

Garden Gate Ranch seeks to rally our communities to ensure that all women are free from exploitation and abuse.

The Property Management Team is a live-on-site position. GGR provides an apartment as part of the compensation. The apartment is in the lower level of the home, 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.

JOB SUMMARY

In accordance with Garden Gate Ranch's mission and vision, the standards set up by the organization's Founder, CEO, and the Board, the **Property Management Team, ideally is a husband and wife team**. Some duties are assigned to the male only (Security & Maintenance Manager) and to the female only (House Manager & Support Staff).

The **Security & Maintenance Manager** is responsible for maintaining all Garden Gate Ranch facilities, structures, and property, while also providing on-site security for clients and staff. This role ensures that buildings and grounds are well-kept, safe, and functional, and supports any future remodeling or construction projects. All responsibilities are to be carried out with excellence, timeliness, and a Christ-like attitude that reflects the mission of Garden Gate Ranch.

The individual in this role must demonstrate experience in property maintenance and construction-related work, with a high attention to detail. He must be able to accurately estimate project costs, develop and manage budgets, and oversee the full scope of maintenance and construction tasks. This includes scheduling and supervising subcontractors and volunteers to ensure projects are completed efficiently and to organizational standards.

The House Manager Support Staff (female only) provides essential house management, overnight presence for monitoring, spiritual encouragement, and practical support for clients in our residential program. This role helps maintain a safe, structured, and nurturing environment while assisting with property care, animal care, and volunteer coordination.

Support Staff enforces and upholds all GGR policies—including Outdoor Chores & Life Skills, Policy Handbooks, Culture of Alignment, Ranch Rules, and SOPs—and assists in writing or updating procedures as needed. This role supports client participation in rotating chores and steps in personally when tasks require completion. Responsibilities also include maintaining gardens, flower beds, and seasonal outdoor needs such as weed control. The House Manager Support Staff cleans and prepares bedrooms and cottages following client transitions, ensuring a welcoming and orderly environment for incoming residents.

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Organizational Leadership

- 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.
- Be a healthy, trusting, cohesive Team member that works well together to accomplish the mission of the program.
- Use the strength-based approach in dealing with staff, volunteers, and clients.
- Professionally represent Garden Gate Ranch positively and engagingly on tours, at social activities, and events.
- Provide support and crisis help as needed.

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 trusted man and woman 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

REQUIRED QUALIFICATIONS AND SKILLS

- Valid driver's license, proof of insurance, and a clean driving record.
- Planning and organizational skills.
- Strong written and verbal communication skills.
- Professional demeanor and proven ability to exercise mature judgment.
- Good problem-solving and conflict-resolution skills. Navigate interpersonal conflict by speaking the truth in love and use Matt 18 example for conflict management.
- Strong time management skills and the ability to switch tasks quickly as new priorities arise.
- Abide by all organization policies and procedures.
- Ability to engage and inspire people to achieve successful outcomes.
- Ability to apply strategies to deal with unexpected situations or challenges.
- Positively represent Garden Gate Ranch throughout the organization and with outside parties and donors.
- Participate in our annual fund raising events
- Perform other duties as assigned.
- Able to meet work schedule requirements. Work must be performed in person and on-site.
- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of

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intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers

- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around clients and children
- Satisfactory preliminary criminal history background check determination and a satisfactory fingerprint records check determination
- Participate in all required training and show competency in skill areas of training content
- Must be 21 years of age or older
- Must have personal rental insurance
- CPR Certification (can get at GGR)

Character Requirements:

- Servant-Leader
- Reliable
- Self-motivated
- Flexible
- Team-Oriented
- Professional
- Resilient
- Integral
- Tolerance for stressful situations and time restrictions
- Healthy boundaries with clients, volunteers, and other staff

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of frequent standing or sitting.
- Could be in situations with clients that are resistant to services.
- Work is performed indoors and outdoors and may be subject to extreme weather conditions.
- Lifting up to 50+ lbs.
- Physically able to maintain equipment, buildings, grounds and gardens.
- Must have the ability to physically participate in daily activities and go up and down stairs without assistance.