



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

BRT Ranch Manager

Job Description Summary: The Boys Ranch Town Ranch Manager will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is full time.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of *'the operation of a motor vehicle, other vehicle, equipment, machinery or power tools'* and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Boys Ranch Town, Edmond OK

Reports to: The Ranch Manager is responsible to and under the supervision of the Executive Director of Boys Ranch Town.

Requirements: *"For an overseer, as God's steward, must be above reproach."* Titus 1:7a, ESV

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is a member of a Southern Baptist church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).

6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

Educational Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Highschool diploma or equivalent. (College experience preferred)
2. At least three years' experience working on a farm, ranch or agriculture related industry required. (Five years preferred)

We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men,” Colossians 3:23, ESV*

1. Duties

- A. Oversees the Ken and Sue Fellers Agriculture Program and staff at Boys Ranch Town.
- B. Collaborate with Administrator of Programs and Executive Director on after school and summer programming for students at Boys Ranch Town.
- C. Oversees and coordinates the after-school programming at Boys Ranch Town as it relates to various agriculture, animal and lawn programs.
- D. Works with Agriculture Program staff on designing and implementing curriculum for afterschool and summer programs.
- E. Coordinates with churches, hospitals, nursing homes and other organizations for petting zoos.
- F. Coordinates with donors and development representatives on picking up donations of hay, livestock and other gifts in kind.
- G. Work alongside agriculture staff on maintaining pastures, livestock and equipment.
- H. Acts as Project Manager for all construction or maintenance requests.
- I. Responsible for processing all maintenance requests. This could include calling service technicians, contractors or other professionals needed for projects.
- J. Seek proper approval from Executive Director for expenses over a specified amount as determined by Executive Director at the start of employment.
- K. Coordinate with the Maintenance Technician on service schedules for each facility on campus.

2. Skills and Experience

- A. Must be able and willing to drive a pickup and pull a loaded trailer with hay or livestock.
 - 1) Per automobile insurance requirements, must be at least 25 years of age and have an excellent driving record.
 - 2) Prior to employment a Motor Vehicle Report (MVR) will be requested. Driver's license must be valid and MVR must be clear.
- B. Per childcare licensing requirements a full background check including fingerprints will be requested prior to employment.

2. Additional Information

- A. Campus housing is offered and recommended.
- B. Cell phone reimbursement offered.
- C. Vehicle will be provided for business use only.
- D. Occasional weekend work is required.

3. Responsible for Reporting to the Executive Director with Christ-Like Submission.

“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV

- A. The Ranch Manager is responsible to and under the supervision of the Executive Director for the general operation, activities, and projects of their position.
- B. In the absence of the Executive Director, the Ranch Manager is responsible to the Administrator of Programs for pertinent information concerning general ranch operations, serious incidents, and other factors and circumstances that involve the safety and well-being of the staff members and children in care.

4. Demonstrates Christ-like Interpersonal Skills

“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel,” Philippians 1:27, ESV

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

5. Honor God’s Provision by Keeping OBHC Property and Vehicles Clean and Well

Maintained *“So then each of us will give an account of himself to God.” Romans 14:12 ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).

- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

6. Additional Responsibilities

“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, ESV

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

Overtime: In the event that the employee qualifies for overtime, he or she must have those hours approved by his or her supervisor before working those hours. Those hours will be submitted after the supervisor’s approval.