

Job Title: Director of operations
Location: Long Ranch 4 Boys – Fyffe, AL 35971
Reports To: Ranch Director & Board of Directors
Employment Type: Part-Time / Full-Time
Salary: To be determined

About Long Ranch 4 Boys:

Long Ranch 4 Boys is a Christian ministry dedicated to providing a safe, structured, and nurturing home for boys who need stability, guidance, and positive role models. Our mission is to help each young man grow into a responsible, respectful, and resilient individual through mentoring, education, discipline, and love.

Position Summary:


The Assistant to the Director at Long Ranch 4 Boys is responsible for supporting the leadership and management of the home's daily operations. This includes clerical duties, running errands, and assisting in the planning and coordination of events and activities.

Key Responsibilities:

- Support day-to-day operations of the Long Ranch 4 Boys facility.
 - Assist in implementing policies and procedures aligned with the mission of Long Ranch 4 Boys.
 - Maintain accurate and organized case records for each child.
 - Coordinate with the care team, schools, and therapists to support each boy's growth and development.
 - Assist with managing the program's budget and resources responsibly.
 - Act as a liaison to the Ranch Director and Board of Directors by providing regular updates and reports.
 - Build and maintain relationships with local partners, donors, and community supporters.
 - Foster a culture of accountability, integrity, faith, and hope.
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Qualifications:

- Proficient in Microsoft Office and social media management.

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- Ability to create and distribute a quarterly newsletter.
 - Capable of managing and coordinating the ministry calendar.
 - Must be a team player and able to work alongside others.
 - Strong leadership, organizational, and interpersonal skills.
 - Experience working with children and families in diverse situations.
 - Willingness to learn and grow as the ministry grows.
 - Ability to pass background checks and drug screening.
 - Must be an active, participating member of a local church.
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Preferred Attributes:

- A heart for mentoring and working with children and families in difficult situations.
- Faith-driven leadership and a strong commitment to the values of Long Ranch 4 Boys.
- Conflict resolution and crisis management skills.
- Skilled in community engagement and relationship-building.