

Live-In House Manager & Support Caretaker (Women's Recovery Residence)

Location: Westminster, Maryland

Schedule: Part-Time, approximately 24 hours/week – mornings, evenings, and weekends

Compensation: \$20/hour + housing included

Start Date: Immediate

About the Opportunity

The Westminster Rescue Mission will open a recovery residence for women and children in early 2026, providing a safe, supportive, and structured environment for families on their healing journey.

We are seeking a female live-in House Manager & Support Caretaker who will play a vital role in preparing the home for opening and fostering a warm, respectful, and recovery-focused community.

This unique role also includes farmette caretaking. Supporting the property's animals (goats, sheep, chickens, dog, and cats) and engaging residents in light caretaking as a tool for growth, responsibility, and connection. The position is available immediately and includes housing onsite. Renovations are scheduled between November and January, followed by ongoing property improvements.

What You'll Do

Resident & Household Leadership

- Build a supportive, structured, and nurturing home environment for women and children in recovery.
- Lead weekly house meetings, reinforce expectations, and foster open communication.
- Ensure residents maintain chores, respect community agreements, and model positive living.
- Serve as a liaison between residents and WRM leadership, communicating needs or concerns promptly.
- Encourage residents to participate in daily routines and caretaking as part of recovery and life-skills development.

Farmette & Property Caretaking

- Provide daily care for animals (feeding, watering, egg collection, monitoring health).
- Maintain clean and safe animal areas and coordinate any needed veterinary attention.
- Partner with Facilities staff for property maintenance and upkeep.
- Support property readiness during renovations and for new residents.

Collaboration

- Work closely with the COO, Recovery Housing Coordinator, and Property Caretaker for seamless operations.
- Coordinate with volunteers and community service participants assisting with animal or grounds care.
- Uphold WRM's mission and values in all resident and community interactions.

General Information

- This role is based on a working farmette, and the ideal candidate will enjoy and be comfortable around animals and nature. Exposure to hay, straw, and outdoor allergens is common in this environment.
- The House Manager is a visible representative of Westminster Rescue Mission and must demonstrate respect, professionalism, and good neighborliness at all times. Maintaining a clean, safe, and welcoming property is an essential aspect of the role.

What We're Looking For

- Experience working with children preferred.
- Prior experience in residential management, recovery housing, or supportive services strongly preferred.
- Minimum two years in recovery and understanding of sober-living community dynamics.
- Valid driver's license and reliable transportation.
- Strong interpersonal, communication, and conflict-resolution skills.
- Ability to manage multiple priorities with flexibility and professionalism.
- Comfortable performing light to moderate physical work, including lifting up to 40 lbs and outdoor activity.
- Must be able to work evenings, weekends, and holidays as needed.

Why Join WRM

You'll be part of a mission-driven team helping women and children rebuild their lives through recovery, faith, and community. You'll also live in a peaceful farm setting surrounded by nature and purpose.

Equal Opportunity Employer

Westminster Rescue Mission (WRM) does not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM is committed to providing equal opportunity in employment and advancement.