



## **Equine Manager and Instructor Job Description**

**Job Title:** Equine Manager and Instructor

**Reports to:** Program Director

**Hours:** 35 hours per week. Salary, exempt employee

**Supervises:** Barn Staff, Volunteers

**Objective:** The objective of the Equine Manager and Instructor is to provide and oversee the care and maintenance of the equines, manage a team of Barn Staff and Barn Volunteers, maintain the barn facilities, and provide high-quality, safe and innovative lesson instruction to program participants.

### **Qualifications:**

- Must be 21 years of age or older
- The ideal candidate will have a degree (Bachelor's or Associate's) in Equine Science or a related field, four (4) years' experience as an equine veterinary technician, or at least one year of on-the-job training at Southern Reins in the position of Barn Staff. Other applicable certifications may be considered.
- Must have a current First Aid/CPR certification at all times
- Must be a PATH Intl. CTRI or willing to become a CTRI Instructor in Training
- Must have comprehensive experience in providing equine care, including the ability to assess health and wellness, administer medication, and monitor equine behavior
- Ability to supervise barn staff, barn volunteers, and volunteer exercise riders
- Ability to manage time effectively and manage multiple projects, with strong organizational and computer skills
- Must have excellent communication and interpersonal skills, strong leadership and good organizational skills with the ability to problem solve
- Must be adaptable, flexible, and friendly in a busy environment
- Must have reliable transportation and a current driver's license
- Must be able to safely and competently transport equines with a 2-horse trailer
- Must be able and willing to perform job duties under extreme weather conditions and sit, stand, walk, bend and lift up to 50 pounds
- Must be able to positively represent the organization at all times, providing knowledgeable and accurate information

### **Responsibilities:**

- Ensures all shifts for morning and evening barn chores, including feed, hay, water, stall cleaning, and turnout, are staffed seven days per week
- Ensures all checklist items are complete for scheduled AM and PM barn shifts and checklists stay up to date and clearly posted for all staff

- Performs health checks on all equines daily, including general first aid, medical care, and/or medication administration, and ensures checks are performed on days that other employees are scheduled
- Manages all equine profiles and information in Equiforce
- Develops and implements a schedule that ensures all equines are exercised and maintain an adequate level of fitness utilizing exercise riders and staff as needed based on the weekly lesson schedule
- Works with the Program Director and Head Instructor to provide training for equines on trial, as well as routine and special training and desensitization for all equines in the program
- Collaborates with the Program Director and Head Instructor to create and execute comprehensive ground and mounted training plans for each horse, including exercise rides.
- Assists volunteer exercise riders based on schedule approved by the Program Director
- Manages all equine and barn-related electronic reporting, including horse records, exercise logs, and horse usage logs weekly
- Responsible for all routine and as-needed professional appointments (vet, farrier)
- Responsible for ordering all equine and barn-related supplies, including feed, hay, shavings, supplies, medications, fly spray, etc., and provides receipts and other documentation to the Program Director and Head Instructor
- Responsible for transporting equines as needed
- Ensure that PATH Intl. standards are adhered to at all times
- Manage all Barn Staff and Barn Volunteers, including scheduling and daily assignments
- Trains new barn volunteers in partnership with Volunteer Coordinator
- Ensures a clean and safe environment in all areas of the barn and arena, turnout pastures, Learning Center, and onsite storage buildings
- Ensures that all equine equipment, including saddles, bridles, halters, and blankets, are cleaned weekly, are in good repair, and are in working order at all times
- Ensures pastures and outdoor water troughs are cleaned weekly
- Ensures stall checks, pasture and fence line safety checks, and facility maintenance records are completed monthly
- Responsible for overall organization, cleanliness, labeling and accessibility of all barn and equine-related supplies
- Responsible for maintaining Facilities Maintenance Log
- Ensures Arena footing is maintained on a daily basis to include harrowing and watering
- Assists Program Director and Head Instructor with ongoing evaluation and improvement of all program services
- Coordinates lesson preparation with Team Leaders to ensure horses, tack, and volunteers are ready for the lesson
- Maintains attendance and horse usage logs weekly, and progress notes for each participant
- Assists in the grooming, tacking and schooling of horses/ponies to be used in the lesson program
- Provides lesson plans, preparation, and outlines to the Program Director and Head Instructor
- Represents Southern Reins at outreach events as needed
- Regularly analyzes effective program procedures with the Program Director and Head Instructor
- Attendance at special events may be mandatory to provide support and represent Southern Reins
- Responsible for emergency and after hour care of equines as needed
- Performs other duties as assigned by the Program Director or Executive Director