

Colorado Therapeutic Riding Center, Inc.

- Job Description -

POSITION: Barn Manager
REPORTS TO: Executive Director

DATE: November 2018
HOURS: 40 hours/week
CLASSIFICATION: Full Time / Exempt

RESPONSIBILITIES: Responsible for overseeing quality care of all program horses. Ensuring all program horses' basic needs are met for nutrition, water, shelter and health care. Implement feeding and turnout schedule for everyday of the week. Responsible for ordering and stocking hay, grain, supplements, medications and shavings. Ensure safety in all the horse areas. Coordinate, supervise, train, evaluate and recognize Barn Team and Schooling Team members. Communicate effectively with the Program Director, Barn Assistant, Caretakers, Program Staff and volunteers on horse related issues. Supervise Caretaker(s) and Barn Assistant. This position is physically demanding and requires the ability to lift a minimum of 50 lbs and work outside in all weather.

JOB DUTIES:

1. Horse Care

- Oversee and ensure the quality care of all CTRC horses
- Ensure that the horses' basic needs for water, feed shelter and health care are met everyday including holidays
- Formulate and oversee the feed schedule
- Be on call for horse related emergencies
- Serve as a point of contact for vet services. Determine with the vet, the best course of action for ill and injured horses. Implement the treatment plan.
- Ensure daily each horse is sound, healthy and safe prior to use in classes
- Administer medications and first aid.
- Provide routine vaccinations, de-worming, dental checks and sheath cleaning programs for each horse
- Ensure that medications, supplements, and horse medical supplies are well stocked and labeled
- Implement feeding and turn out schedules seven days a week
- Ensure horses have blankets and fly mask applied and removed as necessary
- Coordinate Equine Massage schedule
- Serve as a point of contact for farrier services. Determine in conjunction with the farrier, the most effective shoeing regime for each horse
- Diagnosis of lameness utilizing veterinary services when appropriate
- Maintain the health care records and folders of all horses
- Communicate about the observation of horse behavior and health issues with staff, as appropriate

2. Tack and Program Organization

- With input from Head Instructor create a master horse use chart at the start of every riding session. Include a daily horse substitute system
- Provide weight limits for each horse
- Maintain and organize tack room as needed
- Ensure that monthly tack safety checks are completed and that tack is clean and in good repair.
- Ensure each horse uses properly fitted and safe tack, which includes: saddles, bridles, protective boots (if needed). Generate and update tack/saddle list for instructors, staff, and schooling team members

3. Horse Performance, Selection and Departure

- Continued evaluation of the effectiveness of the CTRC herd
- Responsible for ensuring each horse is used to the optimal level
- Determining when and if a horse is no longer appropriate for CTRC. Determine the course of action that is in the best interest of the horse and implement that decision
- In conjunction with the Head Instructor, evaluate and acquire new horses for CTRC. This includes: phone interviews with the owner, on-site evaluation, trial period training and evaluation, brand inspection, and ensuring that all necessary paperwork is completed
- Communicate with those interested in adopting a horse and ensure necessary paperwork
- Transport retiring horses and new horses to and from the property when necessary

- Adhere to all Policies and Procedures as stated in the Program Operations Manual

4. Barn Management

- Order and keep the hay and grain well stocked
- Oversee Barn Team job duties/chores, e.g. stall bedding
- Manage, in conjunction with the Facilities Manager, all aspects of maintenance and upkeep for the horse areas including: stalls, tacking area, pastures, hay barn grain shed, etc...
- Oversee mucking schedule and daily stall cleaning
- Arrange for regular manure removal in conjunction with Facilities Manager
- Ensure pastures are properly managed and rotated
- Report fencing and pasture maintenance issues to Facilities Manager

5. Staff Supervision

- Provide ongoing supervision and communication with Barn Assistant and Caretaker(s)
- Conduct annual performance review with Caretaker(s) and Barn Assistant

6. Volunteer Management

- In conjunction with the Volunteer Coordinator, schedule and conduct Horse Handling Trainings
- Train, coordinate and supervise Barn Team, Schooling Team and Turn In and Turn out Volunteers
- Maintain scheduling records for Barn Buddies, Schooling team and Turn-in and turn-out volunteers including contact information
- Create agendas for the meetings and organize continuing education opportunities for Barn Team and Schooling Team
- Evaluate and recruit Barn Team and Schooling Team members
- Coordinating and implementing an annual fundraiser, historically the August "Horse Cents Ride-A-Thon", with Barn Team and Schooling Team members.
- Oversee training and safety of all volunteers assisting with feeding, turnout and mucking.
- Adhere to all policies and procedures as stated in the Program Operations Manual
- Maintain an environment conducive to volunteer safety

7. Administrative

- Consult with Executive Director regarding annual budget recommendations for all expenses associated with the care and maintenance of the horses, horse areas and horse equipment
- Oversee all necessary paperwork on CTRC horses (Brand Inspection, Departure papers).
- Keep the staff informed of horse related decisions and wherever appropriate seek feedback about horse related issues.
- Ensure open communication with staff regarding their observations of horses and horse needs
- Participate in planning special events with the Program Director and Volunteer Coordinator and help to recruit volunteers

8. Personal and Professional Attributes

- Represent CTRC in a positive and professional manner
- Maintain safety as CTRC's paramount concern. Place safety first in all actions and activities.
- Promote and support an effective team environment; including adherence to Ethical Communication practices with staff, participants, volunteers and community members.
- Demonstrate respect, interest, compassion and caring for program participants, volunteers and community members.
- Know and abide by, CTRC's Operating Policies and Procedures
- Know, support and promote the Mission, Values and Goals of CTRC.
- Attend and participate in all staff meetings.
- I have read and understand the duties outlined in the above job description for Barn Manager:
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- Signed: _____ Date: _____
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- Name: (printed) _____