



EQUINE MANAGER

Position Description

JOB TITLE: Equine Manager for Grace Under the Oaks (Part-Time)

REPORTS TO: Executive Director

HOURLY COMPENSATION: \$18 - \$23

POSITION SUMMARY: This is a part-time position to manage and oversee the daily care of all equines, their development, health and well-being.

The Equine Manager reports to the Executive Director and will work with volunteers and contractors to ensure that systems and supplies are in place to meet the needs of the herd. A flexible work schedule is expected with availability to work early mornings, evenings and weekends as needed.

The Equine Manager will establish goals and objectives, prioritize tasks and accomplish projects independently and with both paid contractors and volunteers.

QUALIFICATIONS:

- Understands the nonprofit environment, and supports the mission, vision culture and core values of the organization
- Effective administrative skills - scheduling, record keeping, planning and problems solving skills
- Extensive experience in equine handling and management, pasture management and corresponding equipment, and willingness to continue to develop through continuing education opportunities
- Excellent interpersonal communication skills - both oral and written, with appropriate computer skills
- Demonstrated history of dependability and responsibility
- Effective people skills - directing, motivating, evaluating and communication skills
- Completed Staff/Contractor application, clear background check and drug screening

WORK ENVIRONMENT:

- Ability to work in cold, hot and/or humid weather conditions
- Flexible schedule (expected 30+hrs monthly) to including some early mornings, evenings and weekends and ability to be on call for appointments and emergencies.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions needed.

PHYSICAL DEMANDS:

- Ability to lift 60 pounds
- Must be able to stand/walk on a variety of outdoor terrain for least three hours

RESPONSIBILITIES:

- 1) Oversee the day-to-day care of equines to include feeding, access to hay/forage, turnout, safety of pastures, herd management, paddock assignments, stall cleaning and GUTO property maintenance.
- 2) Ensure daily medications and supplements are dispersed accurately
- 3) Assist with scheduling and being present for vet, farrier, and other equine service provider appointments.
- 4) Coordinate with Executive Director and instructors to ensure horses receive proper care by maintaining a sufficient inventory of hay, feed, supplements, fly protection, medications and first aid supplies, shaving and other equine-related supplies.
- 5) Collaborate with instructors and equine team to address concerns regarding health, lameness, and behavior.
- 6) Maintain a safe and organized work environment for equines, team members, volunteers, and clients.
- 7) Organize and coordinate barn crew (paid and volunteer) to carry out assigned tasks.
- 8) Oversee and maintain appropriate records regarding horse care, vet and farrier schedules, inventory of supplies, work hours and other administrative details to maintain compliance with PATH Intl. standards and best industry standards.
- 9) Assist as needed with the execution of special events, volunteer training and assisting with horses off property.
- 10) Establish, execute, and update as needed, daily, and weekly tasks/schedules for all equine related care duties.
- 11) Participate in equine evaluations for intake, eligibility/suspension, retirement, and general health/welfare.
- 12) Work collaboratively with Executive Director and property owners to ensure equine care, property and operational needs are met and align with party expectations.
- 13) Work collaboratively with the leadership team in carrying out the mission of the organization and representing Grace Under the Oaks.

OTHER DUTIES ASSIGNED:

Please note this job description is not a complete list of all activities, duties or responsibilities that are required for this position. Duties, responsibilities and activities may change as needs arise.

Key Performance Indicators:

- Effectively manage tasks and work collaboratively with others
- Generate cost savings through strategic purchasing of supplies, effective inventory management and effective use of resources
- Maintain high quality of all services provided; including the well-being of the herd, the cleanliness of the work environment, the safety standards practiced and administrative recordkeeping
- Provide creative and strategic input into equipment, supply and herd needs
- Be a positive team player who leads teams and inspires others while being committed to the mission, vision and core values of Grace Under the Oaks