

# Central Kentucky Riding for Hope, Inc. Therapeutic Riding Center

## Job Description

**Job Title:** Equine Manager and Trainer/PATH CTRI  
**Reports to:** Executive Director  
**Hours:** 40 Hrs/week  
**Salary:** DOE  
**Reviewed:** August 2015, February 2016, January 2021

### Overview:

The Equine Manager and Trainer/CTRI reports to the Executive Director and is responsible for overseeing the daily care of all equines and their development, as well as assisting with development and oversight of barn volunteers and interns. Daily job duties will include hands on equine care as needed, equine training, and monitoring of facility maintenance and its employees. Employee must have leadership skills and facilitate a team approach while working with management, co-workers, employees, interns, and volunteers.

### Scope of Responsibility:

Operate under general supervision with latitude for independent judgment and actions on routine matters only. Suggestions and recommendations should be made to the Executive Director.

### Typical Job Duties:

#### Horse Care Oversight Responsibilities

- Ensure the health and safety of all animals under the responsibility of CKRH.
- Develop schedules and procedures for horses under non-routine care.
- Network with equine groups within the community to stay abreast of efficient and effective horse and farm management practices.
- Train and supervise haycrew that have been recruited by the Volunteer Coordinator to ensure that horse's needs are met seven day a week, including holidays.
- Oversee paid and non-paid staff members who provide equine daily care and facility maintenance including the Equine Management Assistant, Equine Care Employees, Equine Interns, and Facility Maintenance Staff.

#### Horse Care Daily Responsibilities

- Ensure horses are provided quality daily care including but not limited to proper feeding, supplements, medicines, turnout and stall cleaning.
- On assigned days, ensure that all program horses are suitable, brought in and prepared for usage in scheduled sessions and other programs. Report horse changes to program manager and other appropriate staff when deemed necessary.

#### Horse Care Routine Responsibilities

- Receive new horses and develop schedules such as pasture placement and nutritional needs.
- Schedule farriers, veterinarians, nutritionist and other equine professionals.
- Handle horses for veterinarian, farrier, nutritionist and other equine professionals as needed.
- Administer de-wormings, vaccinations and medications as needed (IV, IM, and oral administration).

- Assess individual needs of the herd and proactively develop plans as needed. This may include but is not limited to change in pasture placement, muzzle schedule, change in feed/nutritional needs, change in supplements and medications, implementing acupuncture and other non-emergency veterinary care, and farrier changes.
- Develop and implement plan for sick and injured horses.
- Willing and able to hook up, maintain, and drive horse trailer to vet clinic, Keeneland, and other locations off-site as needed.

### **Horse Care Administrative Responsibilities**

- Maintain central records of horse usage and conditioning notes as well as monitor the appropriate distribution of work adhering to PATH and CKRH standards.
- Submit annual budget recommendations to executive director for all costs associated with equines and facilities; accountable for managing expenses within the budget.
- Maintain accurate records of all horses (including vaccines, vetting, shoeing, worming, lease/donation documentation, evaluation documentation, selection documentation etc.) in electronic and physical formats as appropriate.
- Order hay, grain, medications, shavings and all other supplies necessary for daily horse maintenance. Ensure all records of horse-related expenditures are provided to Administrative Assistant. Donations of these goods should be recorded in an in-kind donation document within SharePoint.
- Purchase all equine medications, vaccinations, de-wormers and other health care supplies, obtaining donations when possible. Ensure all records of horse-related expenditures are provided to Administrative Assistant. Donations of these goods should be recorded in an in-kind donation document within SharePoint.

### **Equine Training and Herd Development Responsibilities**

- Will work in a team environment to develop and implement training plans and goals for all CKRH equines. A training program will include but is not limited to physical and mental conditioning, desensitization of sights and sounds, teaching acceptance of wheelchairs, adaptive equipment, volunteer sidewalkers and horse leaders. All equine training procedures must follow the horsemanship policies of CKRH, adhere to PATH Intl. standards and be approved by the executive director.
- Will assign staff to implement conditioning plans as appropriate.
- Develop the herd according to the needs of the programs with assistance from equine staff. Development of herd includes but is not limited to the training and exercise schedule, the recruitment, trial and selection process for all horses, and planning for the retirement of horses.
- Will lead equine recruitment efforts by responding to all offers to donation/lease equines, search for new donations, leases and purchases, evaluate potential new equines and document all inquiries and evaluations. All documentation should be kept electronically and physically for long-term tracking and reporting.
- Provide hands on training of therapy horses ensuring herd is prepared physically and behaviorally to provide service in the program.
- Will help to develop plans for equine retirement as needed per equine.
- Submit written recommendation for tack and equipment needs to the program manager or executive director.
- Cultivate relationships in the equine community that promotes sharing of resources, such as bringing in outside equine professionals for speaking and demonstration engagements and developing a network of people who may be willing to donate or adopt horses.

### **Volunteer & STABLES Responsibilities**

- Manage volunteers directly involved in equine activities (such as barn assistants and haycrew) to ensure safe, quality experiences.
- Co-lead volunteer orientations with Volunteer Coordinator.
- Participate in and facilitate horse handling clinics, refresher courses, and other equine related educational opportunities for volunteers as requested.
- Participate in volunteer recognition activities.
- In collaboration with the STABLES instructor develop weekly schedule of activities that include student assignments for equine care, equine lesson preparation, facility and cleaning chores.
- Provide supervision of students when in common areas. Provide directives as needed.

### **Instructor Responsibilities**

- Develop goals annually for each participant taught based on input from parents, therapists, and other appropriate venues.
- Implement these goals through session objectives and content.
- Record term objectives and progress through measurable means and summarize progress at term end.
- Maintain PATH Intl. Instructor Certification including continuing education.
- Maintain CPR and First Aid certification.
- Instruct as a substitute as needed.
- Act as the certified PATH instructor during sessions as needed; such as Hippotherapy sessions and equine assisted growth and learning sessions.
- Mentor instructors-in-training as requested.
- Maintain the following documentation for all activities under your supervision: TR horse usage, TR participant attendance, TR instructor lesson plans and all other TR documentation required for center to maintain PATH premier accreditation.

### **On Call Manager Responsibilities**

- Responsible for insuring care of all animals during defined time periods which may include weekends, holidays and weekdays after normal business hours.
- Staff member must remain within a forty-five-minute driving distance from facility location and must always remain accessible by telephone.
- On call duties include but are not limited to responding to any emergency, feeding with and without the assistance of volunteers, care for horses requiring staff attention, answering all phone calls from CKRH volunteers and staff and responding to questions.
- On call responsibilities are sole responsibility of Equine Manager/Trainer until Equine Management Assistant feels confident in his/her role, then on-call duties will be equally divided between the two.

### **Facility Responsibilities**

- Oversee all barn and equine facility maintenance by Facilities Maintenance staff and/or interns.
- Maintaining all equipment, tack and facilities in a manner that protects and preserves the quality of each.
- Participate in the daily care, cleaning and organization of the facility.
- Facility repairs as needed such as fence mending and other tasks needing immediate attention. Should such repairs require calling the KHP maintenance staff or an outside contractor, please notify the executive director.

### **General Responsibilities**

- Teach lessons as requested.

- Adhering to standards and procedures as outlined by both CKRH and PATH.
- Conducting equine related presentations as assigned.
- Write articles for the newsletter, social media, and other publications as requested.
- Attend program and staff meetings.
- Oversee equine activities during special events as required - CKRH horse show and other competitions, demo events, Night of the Stars, Tack Sale, Walk on for Hope 5K, and other events as needed.
- Participate in sessions as needed when volunteer shortage occurs.
- Adhering to budgetary constraints of the program.
- Perform the duties of Safety Coordinator as assigned.
- Serve as an ambassador for Central Kentucky Riding for Hope.
- Other duties as requested.

### **DESIRED QUALIFICATIONS**

**Education:** Four-year degree in equine related field.

**Experience and Knowledge:** Minimum of five years professional experience in equine care and training. Must have excellent riding and horsemanship skills. Knowledge and experience in preparing horses for all aspects of riding and ground lessons including acceptance of non-traditional equipment and aids. Must be willing to seek PATH Intl. certification.

**Skills and Abilities:** Self-motivation, attention to detail, well-developed leadership skills, ability to organize and set priorities as well as very strong communication skills, are essential. Must have the ability to problem solve, especially in the area of horse behavior. Ability to lift up to 60 pounds and perform hard physical labor for up to eight hours daily is required; must be able to operate facility vehicles and equipment. Must be a U.S. citizen or possess a valid resident/work permit and maintain a current driver's license.

**FRINGE BENEFITS/OTHER:** This position is a full-time position, which offers salary. Other benefits include paid holidays annually as well as vacation and sick leave in accordance with personnel policies. New employees are eligible for paid medical as outline in the employee manual.

**We are an equal opportunity employer.**

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## Specified Duties and Responsibilities

### Volunteer Orientations

- Co-lead volunteer orientations with Volunteer Coordinator. Select demo horses, warm-up and tack demo horses as needed, assist in training and selecting volunteers based on their skill-demonstration during the hands-on aspects of orientation.

### PATH Intl. Onsite Workshop and Certification

- Coordinate with the Lead Instructor to ensure that all horses working are prepared and acceptable for the task assigned; conditioning and behavioral training of horses prior to and during the OSWC

### Night of the Stars

- Selection and preparation of horses; coordinate and schedule veterinary services prior to and during event; responsible for equine packing list; coordinate with the Volunteer and Events Manager to educate event volunteers and organize flow of live auction; other duties as assigned on STARS work list.

### Therapeutic Summer Activities

- Work together with the program manager to develop and implement groups such as HorseAbility and I-Ride.
- Teach assigned lessons, document lesson plans and other PATH required information; assist with staff and volunteer trainings; attend planning meetings.
- If needed, participate in EASTT as a horse behaviorist.

### Tack Sale

- Assist in the preparation and clean-up of the tack sale; assist other staff members in retrieving and checking in donated items as needed.
- Brand new item pricing and other duties as assigned.

### Keeneland, Mini's on the Move, and other Demos

- When possible and as needed participate in participant activities, travel off-site with horses, horse preparation and handling.

### Cleaning and Facility Maintenance

- Participate as a team member to complete the deep clean/pressure wash of the facility twice annually; assist other staff members to maintain the vet room, feed room, extra tack room and supply storage areas in a clean and organized condition; along with other staff members launder saddle pads and towels; along with other staff members maintain barn aisles, grooming bays, arena walkway, stalls and walkways around the barn.

### Scheduling of Routine Maintenance

- Scheduling someone to replace auto-water valves, maintain electric fences and batteries, drag fields, mow fields, etc.