

Central Kentucky Riding for Hope, Inc. Therapeutic Riding Center

Job Description and task list

We are an equal opportunity employer

Job Title: Equine Management Assistant

Reports to: Equine/Program Manager

Hours: 40+ Hrs./week

Salary: Pay will be consistent with industry standards and determined by candidate's level

Prepared: November 2020

Overview:

The Equine Management Assistant reports to the Equine Manager and is responsible for the daily care of all equines and their development. Daily job duties will include assisting with activities such as equine care, weekend coverage, exercising horses, special events, and facility maintenance. Employee must have leadership skills and facilitate a team approach while working with management, co-workers, and volunteers.

Typical Job Duties:

Daily Task List

- Feed and turnout horses according to schedule
- Administer daily medications as directed
- Check each horse for minor and major health issues and report issues to on-call manager
- Treat minor health issues as directed
- Ability to administer IV & IM medications as directed
- Implement CKRH equine training plans as assigned
- Cleaning & filling water tanks and automatic waterers
- Facility maintenance including daily cleaning tasks, maintaining all barn areas including feed room, vet room, wash rack, barn aisles and laundry
- Basic maintenance of facility equipment – make sure gas/diesel is in Kubota, truck, and tractor.
- Clean farm truck and Kubota inside and out once/month

Weekly Task List

- Assist equine manager in updating feed sheets, medication sheets, hay sheets and paddock maps
- Assist equine manager when needed to update and print checklist for medication administration
- Update horse and barn routines on the master schedule
- Dragging fields
- Pick run-in sheds, dry lots, round pen and arenas
- Drag/condition indoor arena surface using tractor
- Picking up supplies and meds from store and pharmacy

Monthly Task List

- Have horses ready for farrier, chiropractor, dentist, veterinarian, and other equine practitioners
- Assist with weighing of horses and other routine herd health tasks as assigned
- Maintain hay storage area of hayshed (organize, label, chaff, etc)

- Assist with maintenance of Tack Sale area in hayshed

Routine Task List

- Facility maintenance & repairs such as fence mending, fill holes, repairing waterers, applying salt, shoveling snow, maintaining electric fence, etc.
- Order feed and supplements
- Order and maintain salt blocks in fields
- Dump muck wagon daily, which includes backing muck wagon up to muck ramp
- Pull manes, clip bridle paths and clean sheaths as directed
- Blankets on & off, (clean, label, and replace as needed)
- Muzzles on & off (clean, label, and replace as needed)
- Clean and set up stalls
- Refill hay/shavings stall
- Clean and bleach feed pans and barn water buckets as directed
- Maintain Vet Room by wiping down all surfaces and cabinets, inform Equine Manager when items need to be restocked.
- Laundry
- Care for sick horses as needed including overnight care on occasion.
- Flexibility in schedule
- On-call responsibilities

General Responsibilities

- Adhering to standards and procedures as outlined by CKRH.
- Attend program meetings.
- Participate in special events as required – CKRH annual horse show, Keeneland demo events, Night of the Stars, Tack Sale, 5K, and other events as needed.
- Adhering to budgetary constraints of the program.
- Serve as an ambassador for Central Kentucky Riding for Hope.
- Participate in sessions as needed when volunteer shortage occurs.
- *Other duties as assigned.*

STABLES Instructor Responsibilities

- Mentor STABLES students as well as volunteers while completing daily tasks.
- Mentor skills in horsemanship and CKRH procedures.
- Demonstrate leadership by maintaining professional teacher-student relationships

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DESIRED QUALIFICATIONS

Education: Equine Science, Equine Management, Animal Science related degree or equivalent experience.

Experience and Knowledge: Previous experience with a riding facility. Minimum of 5 years' experience working with horses in a professional setting.

Skills and Abilities: Self-motivated, attention to detail, well-developed interpersonal skills, ability to multi-task, organize and set priorities as well as very strong communication skills and horsemanship, 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. Must possess a valid driver's license.

FRINGE BENEFITS/OTHER: This position is a full-time position, which offers salary. Other benefits include eleven paid holidays annually as well as vacation and sick leave in accordance with personnel policies. New employees are eligible for paid medical insurance reimbursement of 75% after a one-month probationary period.

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Specified Duties and Responsibilities

PATH Intl. Onsite Workshop and Certification

- Assist with horse handling and other duties as assigned.

Night of the Stars

- Assist with horse preparation and handling during photo shoots, rehearsals and event; assist with packing and moving supplies to and from event location; other duties as assigned on STARS work list.

Therapeutic Summer Activities

- Assist with the supervision and instruction during I-Ride and HorseAbility.
- If needed, participate in EASTT as a horse behaviorist.

Paul Frazer Horse Show, CKRH Annual Horse Show, and other equine events

- Assist with preparation and handling of horses prior and during the event as needed.
- Assist with set up and break down of events as needed.

Tack Sale and Trail Ride

- Assist in the preparation and clean up of the tack sale; assist other staff members in maintaining tack storage in an organized manor; assist other staff members in retrieving and checking in donated items as needed.
- Care of equine herd on the day of the event.

Keeneland and other off-site demos

- When possible and as needed participate in participant activities, 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.

To apply for this job please send a resume, cover letter, and 3 equine references to volunteers@ckrh.org