



## Associate Barn Manager Job Description

**Reports To:** TEC Barn Manager

### Overview:

The Associate Barn Manager will support the mission, vision, and core values of TEC. This person will complete tasks as assigned by TEC's Barn Manager and will work cooperatively with TEC Board members, staff, and volunteers.

### Minimum requirements:

- At the direction of the Barn Manager, provide knowledgeable care of TEC horses.
- Maintain safety and cleanliness of the barn.
- Maintains good communication with other TEC staff members and volunteers.
- Work a flexible schedule; including mornings, afternoons, evenings, weekends, and holidays.
- Efficiently, effectively, and independently carryout responsibilities as outlined by the barn manager.
- Highly self-motivated, resourceful, enthusiastic, collaborative team member, and has a good foundation as it relates to horse care.
- Work with various individual and group volunteers collaboratively.

### Major Areas of Responsibility:

- Clean stalls, water buckets, and feed dishes; as well as, add shavings and remove cobwebs.
- Check stalls for loose boards, nails sticking out, etc.
- Clean and fill water troughs, as needed. Check waterers in pastures. Sweep and/or rake in front of stalls.
- Leave the barn secure with stall doors shut and latched, and lights off; as well as, gates up and doors closed when appropriate. (Fans off at late night check.)
- Feed/water/turnout/bring in, do late night checks as assigned by Barn Manager on a day-to-day basis.
- Communicate with the Barn Manager at the end of each shift when caring for horses.
- Blanket horses when appropriate.
- Look horses over when turning out and bringing in for any injuries or behavior that is out of the ordinary.
- Notify the Barn Manager, in a timely manner, when time off is needed.
- Check in with the Barn Manager at least weekly.
- Report immediately to the Barn Manager any horse care issues that need attention.
- Notify the Barn Manager of any barn repairs that are needed; such as light bulbs that are out or fences and gates needing repair.
- Make notations in a log book located in the feed room and read daily.

### Other Areas of Responsibility:

- Other duties as assigned.

***This is a paid, part-time position. Approximate work hours per week range from 12 to 15 hours. Pay rate starts at \$12.50/hour with the potential for a pay raise after 60 days. Interested candidates, please send your resume to Katie Peterson at [katieptec@gmail.com](mailto:katieptec@gmail.com). Questions? Call Katie at (269) 240-7182.***

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