



Barn Manager • Job Description

Reports To: TEC Board President

Overview:

The Barn Manager will support TEC's mission, vision, and core values. This person is responsible for ensuring that TEC complies with the Professional Association of Therapeutic Horsemanship (PATH) requirements for barn management and horse care. As the Barn Manager, this person is responsible for training and overseeing the TEC barn/chore team of volunteers and the care of horses. The Barn Manager works closely and communicates with staff members and volunteers directly involved with TEC's programs, and the staff members and volunteers who maintain the facility.

Minimum Requirements:

- Must possess the ability to create and maintain positive relationships with the TEC staff and Board of Directors, volunteers, visitors/guests at the barn, and the general public.
- Be a detail-oriented person who exercises excellent time-management and organizational skills.
- Works collaboratively with TEC's Volunteer Coordinator to recruit, train, and manage the TEC barn/chore team of volunteers.
- Create a positive and welcoming environment with the TEC chore team.
- Be mindful of immediate needs for volunteers and horses, but also be able to organize scheduling at least one month in advance.
- When representing TEC, be professional in appearance as appropriate to the situation.
- Requires the ability to follow instructions, be self-motivated and resourceful, meet deadlines, and complete tasks efficiently and independently.
- Adapts to change in the workplace.
- Works well with other TEC staff members and is a collaborative team member.
- Communicates via phone, text, social media, and e-mail using their own TEC e-mail address.
- Works a flexible schedule, possibly including mornings, evenings, weekends, and/or holidays.
- Possess a background with horses, ground handling skills, and knowledge of horse behavior.
- Possess basic knowledge to oversee the general well-being/health and care of the horses, including possibly basic emergency care.
- Maintain a safe and clean environment for horses and people in the barn and arenas.
- Able to lift up to 50 pounds and be able to bend, twist, and pull while carrying out job responsibilities.

Desired Requirements:

- Personal cell phone with the capability of unlimited calls and texts.
- Previous experience with supervision of other people.
- Strong computer skills and effective use of e-mail, Google Docs/Drive, and Salesforce.
- Previous experience caring for own horses or horses belonging to others.
- Experienced in effectively using all forms of written and oral communication.

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cont. / Volunteer Coordinator • Job Description

Major Areas of Responsibility:

- Communicate with TEC staff regularly and keep the TEC Board of Directors informed of necessary issues as they arise.
- Able to effectively train and coach barn/chore team of volunteers.
- Assists Volunteer Coordinator with volunteer communications to ensure they know their assignment(s) and have the skill(s) necessary to perform their assigned task.
- Maintain open communication with barn/chore team of volunteers to address changes to feed schedules, supplements/medications, pasture rotations, and general TEC information.
- Oversaw stalls being cleaned and bedded, aisles being swept, and horses being turned out/brought in daily.
- Implement a schedule to scrub water buckets, troughs, and automatic waterers regularly, remove cobwebs, refill troughs and buckets, and move hay.
- Oversee the timely ordering and delivery of grain, hay, supplements, medication, and bedding.
- Responsible for ensuring that the arenas are adequately prepared for usage.
- Schedule the farrier, veterinarian, dentist, chiropractor, and massage therapist as needed and maintain the proper records of visits.
- Maintain a notebook for each horse that includes health history, vaccination record, visits from the farrier, massage therapist, horse's weight/body score, and input information into Salesforce.
- Monitor the horse's weight, body score, soundness, and behavior, and adapt diet and medication accordingly.
- Maintain a deworming schedule for the horses.
- Monitor weather conditions to determine the impact on horses' health and well-being.
- Receive nightly communication from the person assigned to do evening safety checks on the horses to ensure they are fed, watered, and in for the night.
- Works with facility staff regarding regular maintenance and appearance of the TEC facility, including stalls, indoor and outdoor arenas, and pastures.
- Responsible for seasonal duties, including but not limited to the exchange of water buckets, heating elements in troughs, and fans.
- Oversee the cleaning and repairs of tack and horse blankets.
- Works closely with TEC's Volunteer Coordinator to coordinate tasks for barn project days with volunteers from outside organizations.
- Act as a liaison for Community-Based Instruction and other programs that come to TEC for their programming needs, which may have compliance regulations.
- Maintain a positive relationship with TEC's neighbors and community.

Other Areas of Responsibility:

- Other duties as assigned.

This is a paid, part-time position. Approximate work hours per week range from 15 to 25 hours. Compensation is based on horse knowledge and experience. Interested candidates, please send a cover letter and resume to Donna Canter at donnacanter.tec@gmail.com.