



Equine & Barn Manager • Job Description

Reports To: TEC Board President

Overview:

The Equine & Barn Manager plays a vital role in supporting TEC's mission, vision, and core values. This person oversees the daily operations of the barn, including the care of TEC's horses, coordinates staff and volunteers for horse and barn chores, and provides training support as needed. This position requires a collaborative team approach that includes regular communications with TEC's staff and Board of Directors. Working closely with TEC's Board of Directors, the Equine & Barn Manager ensures that the horse care and barn management comply with the Professional Association of Therapeutic Horsemanship (PATH) requirements.

Minimum Requirements:

- Demonstrated experience in horse care, handling, and barn operations.
- Proficient in ground handling and understanding horse behavior.
- Basic knowledge of equine wellness, including emergency response care.
- Strong leadership with the ability to build positive, respectful relationships with the staff and Board of Directors, volunteers, visitors/guests at the barn, and the community.
- Excellent organizational and time management skills; detail-oriented, resourceful, self-motivated, and adheres to deadlines.
- Foster a positive and welcoming environment that promotes a collaborative team approach among staff and volunteers.
- Be mindful of the needs and capacity for volunteers and horses while assisting with building schedules at least one month in advance.
- Professional appearance and demeanor when representing TEC.
- Comfortable using phone, text, e-mail, and social media for communications.
- Able to establish a designated e-mail for TEC communications only.
- Flexible availability, including mornings, evenings, weekends, holidays, and emergencies.
- Adaptive to change in the workplace.
- Facilitate direct and ongoing communications with the Building/Grounds & Maintenance Manager about work that needs to be done, when it needs to be done, and who will perform the job.
- 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 unlimited calls and texts.
- Previous experience supervising team members.
- Basic computer literacy with the ability to learn TEC's programs, including e-mail, Google Drive/Docs, and Salesforce.

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TEC Equine & Barn Mgr Job Description
(ED: 08-2022 - REV: 06-09-2025)

www.tecfarm.org • (269) 429-0671 • info@tecfarm.org • **Mailing Address:** PO Box 1250, Niles, MI 49120

Located at: Jane M. Hiler Facility, 1207 E. Galien-Buchanan Road, Buchanan, MI 49107

TEC is a 501(c)(3) nonprofit organization

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cont. / Volunteer Coordinator • Job Description

Major Areas of Responsibility:

Staff & Volunteer Leadership and Program Engagement

- Communicate regularly with TEC staff and Board of Directors
- Lead and train staff and volunteers in equine care and barn management.
- Maintain open communication across teams regarding feed changes, medications, pasture rotation, and general updates.
- Collaborate with the Volunteer Coordinator to communicate assignments and confirm volunteer readiness.
- Assist Volunteer Coordinator with planning and staffing workdays and major barn projects; ensure proper communication and volunteer engagement.
- Support instructors and other program staff with equine-related needs for school or community group visits, including compliance with external requirements
- Maintain respectful, positive relationships with TEC's neighbors and community

Barn and Facilities Management

- Oversee daily barn operations, including stall cleaning, turnout, aisle safety, and feeding.
- Maintain cleaning and maintenance schedules (buckets, troughs, hay movement, cobweb removal, etc.).
- Monitor weather and notify relevant teams regarding safety precautions for horses.
- Ensure the cleanliness and organization of horse blankets, tack, and equipment storage areas.
- Keep pasture and feed boards up to date with accurate instructions.
- Collaborate with the Building/Grounds & Maintenance Manager on seasonal tasks, including exchanging water buckets, replacing heating elements in troughs, and adjusting fans as needed.

Horse Management

- Schedule and attend farrier, veterinary, dental, chiropractic, and massage appointments; log records in Salesforce and horse notebooks.
- Track each horse's health, weight, soundness, vaccinations, medications, and overall well-being.
- Maintain the deworming and psyllium schedules for all animals.
- Order and coordinate timely delivery of feed, bedding, and supplements.

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 qualifications. Interested candidates, please e-mail a cover letter and resume to Donna Canter at donnacanter.tec@gmail.com, with the subject line: Equine & Barn Manager Applicant.

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