



Equine & Barn Manager • Job Description

Reports To: TEC Board President

Overview:

The Equine and Barn Manager will support the mission, vision, and core values of TEC. This person is responsible for ensuring that TEC complies with the Professional Association of Therapeutic Horsemanship (PATH) requirements. The Barn Manager will oversee the care of the horses and the facility as it relates to the care of the horses. This person will supervise the barn staff and will oversee the TEC Barn Team and volunteers. The Barn Manager works in conjunction with all TEC staff using a collaborative team approach.

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 the Volunteer Coordinator with schedules.
- Professional appearance and demeanor when representing TEC.
- Comfortable using phone, text, e-mail, and social media for communications and able to utilize either Google Suite or Microsoft Office.
- Able to establish a designated e-mail for TEC communications only.
- Flexible availability, including mornings, evenings, weekends, holidays, and emergencies.
- Adaptable to change in the workplace.
- Work closely and collaboratively with the Volunteer Coordinator.
- 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:

- Experience using cell phones for communication with groups and individuals.
- Previous experience supervising team members.
- Basic computer literacy with the ability to learn TEC's programs, including e-mail, Google Drive/Docs, Salesforce, and Microsoft Office.

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TEC Equine & Barn Mgr Job Description
(ED: 08-2022 - REV: 07-2026)

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. / Equine & Barn Manager • 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.).
- Oversee ordering/delivery and exploration of new resources in grain, hay, medications, supplements, bedding, 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; ensure that records are entered into Salesforce and that horse notebooks are kept current.
- 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 up to 25 hours. Compensation is based on qualifications. Interested candidates, please e-mail a cover letter and resume to Rhett Kuhn at rhettkuhn.tec@gmail.com with the subject line: Equine & Barn Manager Applicant.

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