



Substitute Barn Manager – Job Description

Reports To: TEC Board President

Overview:

The Substitute Barn Manager will support the mission, vision, and core values of TEC. During the duration of the Substitute's assigned time frame, this person is responsible for overseeing TEC's team of barn volunteers, the care of horses and the facility. The Substitute Barn Manager works in conjunction with the Barn Advisor, Instructors, Exercise Riders, Volunteer Coordinator, Rider Coordinator, and others. This is a paid, part-time position that requires about 30 – 35 hours per week.

Minimum Requirements:

- Must possess the ability to create and maintain positive relationships with the TEC staff and Board of Directors; as well as, the general public, volunteers, and visitors.
- Requires the ability to follow instructions, be self-motivated, resourceful, meet deadlines, and complete tasks independently.
- Be a detailed-oriented person who exercises excellent time-management and organizational skills.
- Adapts to change and variety in the workplace.
- Works well with other staff members; be a collaborative team member.
- Communicate via phone, text, social media, and through their own TEC e-mail address.
- The Substitute Barn Manager will be filling in during the absence of the Barn Manager. Therefore, the Substitute will be on call and have a flexible schedule, including mornings, evenings, weekends, and holidays on an as needed basis.
- Possess a background with horses, ground handling skills, and horse behavior.
- Have the knowledge to oversee the health and care of the horses.
- Assist with the maintenance of the facility. Preferably the Substitute has experience with running a tractor and farm-related implements.
- Maintain a safe, clean barn for horses and people.
- Ability to lift 50 pounds.

Desired Requirements:

- Personal cell phone with the capability of unlimited calls and texts.
- Previous experience with supervision of other people.

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Major Areas of Responsibility:

- Implement tasks that the Barn Manager has identified as priority during the Barn Manager's absence.
- Communicate with TEC staff as appropriate for the duration of the assigned time frame.
- Communicate with volunteers to ensure they are aware of their assignments and have the skills necessary to perform the task.
- Communicate with other staff and Barn Advisor to find volunteer substitutes for chores.
- Monitor usage of grain, hay, supplements, bedding, and notify Barn Advisor if supplies are running low.
- Oversee ordering/delivery in a timely manner of grain, hay, supplements, and bedding (utilize TEC resources).
- Notify Barn Advisor if farm equipment is in need of service or repair.
- Maintain the arena footing when requested by instructors or Exercise Coordinator.
- Notify Barn Advisor if there is an immediate need for the farrier, veterinarian, dentist, chiropractor, or massage therapist.
- Monitor weather conditions to determine appropriate blanketing use and pasture assignments.
- Update notebook for each horse that includes health history, Coggins, and vaccination record; when appropriate during the time frame substituting for Barn Manager.
- Work with volunteers to clean stalls daily, scrub feed dishes, scrub buckets, water troughs, automatic water buckets, and remove cobwebs.
- Receive nightly communication from person assigned to evening chores, noting horses are fed and in for the night.
- Maintain open communication with chore volunteers to address changes to feed schedules, supplement/medications, pasture rotations, and general TEC information.
- Oversee the regular maintenance and appearance of the TEC facility including, stalls, arena, equipment areas, landscape, yard, pastures, driveway, and parking lot. This includes snow removal.
- Oversee seasonal facility maintenance including cleaning and exchange of water buckets, heating elements in troughs, fans, lawn mower, tractor, and horse blankets cleaned, repaired, and stored.
- Maintain a positive relationship with TEC's neighbors and community.

Compensation:

Salary is commensurate based on horse knowledge and experience.