



EQUINE COORDINATOR

POSITION DETAILS

- **Status:** Hourly, Non-Exempt, Full-Time
- **Department:** Recreation
- **Reports To:** Recreation Manager
- **Work Schedule:** Monday – Friday, Tuesday – Saturday, between 10 am and 8 pm

RESPONSIBILITIES

- Maintenance of the herd, barn, paddock, riding arena, trails and fences to ensure a safe environment for riders and the herd.
- Provide daily nutritional care of the herd and inspect each horse to ensure their health.
- Develop and teach successive riding lessons and facilitate successful group and individual lessons, maintaining the safety and well-being of each student.
- Communicate with internal and external resources, schedule appointments, document information in a timely manner.
- Supervise youth work teams as necessary at the barn.
- Teach and supervise vocational students/interns.
- Accurately document activities and behaviors as required.
- Accurately document all veterinarian care, shots, farrier, and wound treatment.

QUALIFICATIONS

- Must have excellent knowledge of horse behaviors and dynamics of horse/human relationships.
- Must have at least one year of experience in a similar capacity.
- Experience with basic health and medical issues pertaining to horses required.
- Demonstrated knowledge of proper use of all equipment necessary for the job, including tractor, mowers, weed eaters, and fencing supplies.
- Must have a minimum of high school diploma or GED. Relevant degree preferred.
- Must be at least 21 years old and have a valid driver's license.