



Stable Hands Equine Therapy Center Job Description: **Barn Manager**

The mission of Stable Hands is to improve the health and quality of life for our clients through equine-assisted activities therapies that foster physical, emotional, cognitive, and social development. In addition to equine-assisted services, Stable Hands offers limited boarding and arena rentals to the public. As such, the facility operates in support of the long-term care, through customized health plans, of up to 20 equines of various breeds & temperaments with unique care needs.

BARN MANAGER ROLE

The Barn Manager oversees all duties and provides onsite management of the barn and daily equine care. As such, brings a unique mix of skills to the farm. The Barn Manager is passionate about all things equine, and skilled at handling and caring for them. The Barn Manager is an active and tactful communicator, and engages equally well with clients, staff, and vendors to ensure a positive experience. The Barn Manager is organized, budget-conscious and business-savvy to proactively plan for the farm needs, optimize efficiencies of operations, and keep accurate records. The Barn Manager has an eagle eye for barn safety and horse health issues that drives vigilance over the equines and the facility. The Barn Manager is a team player, with a willingness to lead by example.

Job Type: Parttime – Minimum 5 days per week - +/- 30 hours per week
Schedule: Mix of weekend/weekdays off. Mid-day/evening shifts to provide maximum team support plus a minimum of five (5) chores shifts per week (ideally 1 chore shift per day/per five days) and farm/herd checks

JOB RESPONSIBILITIES

Equine Management

- Ensure a clean, safe, and healthy barn environment for everyone
- Maintaining paddock cleanliness and manage manure removal
- Safely handle SH and boarded equines in various farm situations (vet, farrier, turnout, exercise, etc)
- Perform daily inspections on each animal to look for any injuries or illnesses
- Understand nutritional needs and recommend/drive feed and supplements to ensure utmost health
- Understand common health conditions, administer medications or therapeutic/protective bandages to treat
- Create and maintain detailed and accurate records of feed/diet for all equines
- Create and maintain detailed and accurate records of veterinary, farrier and health details (physical and behavioral) for all equines
- Perform or schedule species-specific tasks regularly (e.g. grooming, deworming, scheduling for farrier work and veterinarian visits, etc.)
- Forecast annual hay needs, source, and coordinate delivery of hay to provide for SH and boarder equines
- Inventory stock of medications, feed, necessary chemicals, etc. no less than once weekly
- Manage feed, bedding, medicine, and supplement orders and deliveries to ensure continuity
- Make regular trips into town to pick up supplies/feed as necessary when delivery alternatives are not available
- Recognize and respond to farm/equine emergencies including injuries, illness, other health/safety concerns
- Establish and maintain professional relationships with outside services (e.g. farriers, veterinarians, feed/tack stores)
- Schedule and coordinate regular grooming and exercise sessions for therapy equines
- Establish regular rotation training and schooling of program horses to ready them for optimal performance during classes
- Periodically evaluate tack fit for therapy equines and make certain each always has well-fitting tack
- Organize and maintain tack
- Work with instructor/animal care teams to find, screen, and coordinate delivery and the purchase of new equines to include but not limited to body, emotions, capabilities, width, gait pattern, size, health, etc. to determine proper fit for the program and participant needs
- Work with instructor/animal care teams to create and execute equine evaluation program for screening existing equines for retirement
- Record interactions between staff/animals and clients/animals daily

Ranch Hand Management

- Hiring, training, retaining and mentoring of Ranch Hands. Serve as primary responder as required by being available for questions/concerns in person or via our CREW app
- Manage shift scheduling to ensure all shifts are full
- Complete chores per requirement, prep and have everything ready for next ranch hand shift
- Clean water tanks, drop hay and muck stalls daily as needed

Other Miscellaneous/Administrative Duties

- Boarder Invoicing
 - Ensure boarder agreements are followed and extra services are tracked and billed
 - Work with financing department to submit invoices
- Track and maintain set budgets set by Board of Directors and Executive Team
- Maintain, manage and foster arena rental use to approved individuals
- Work with instructors to assess fit for purpose and schedule horses for class usage
- Work with instructors to provide support and relay information observed in class
- Work with clients and instructors to help facilitate equine-assisted activities mounted or unmounted
- Work closely with instructors on developing weekly plans for group and individual equine-assisted activities
- Act as an assistant instructor if needed
- Act as a horse leader/sidewalker/support should volunteers be unavailable
- In conjunction with the Lead Instructor, create and execute equine evaluation program for screening existing equines for retirement and screening, choosing and purchasing new equines to include but not limited to body, emotions, capabilities, width, gait pattern, size, health, etc. to determine proper fit for the program and participant needs
- Drag arena as needed
- Operate vehicles, small equipment, tools, and tractors if needed
- Work with Operations Manager to plan projects and assist in duties when available
- Attend meetings and regular applicable training
- Maintain complete confidentiality

PHYSICAL REQUIREMENTS

- Ability to routinely lift and carry grain bags, shavings, water buckets, and hay bales up to 50-60 pounds each
- Ability to reach, bend, stoop, twist to provide care for equines, clean stalls, and push/empty wheelbarrows
- Ability to work in varying environmental conditions of working inside and outside, extreme cold/heat, wet/humid/freezing temperatures, uneven and slippery terrain that comes with north central Wisconsin
- Ability to operate a computer/tablet/phone, with repetitive keyboard tasks as necessary for documentation

EXPERIENCE, EDUCATION, PERSONAL QUALIFICATIONS

- Required: High School diploma. Preferred: Post-secondary education in Agriculture or Equine-related program
- Experience working in an equine barn environment, dealing with feed, hoof and health care: Minimum 5 years
- Horse handling/training experience: Minimum 5 years
- Reliable, confident & committed to serving the equines and organization.
- Represent Stable Hands in a positive and professional manner
- Maintain safety as Stable Hands' paramount concern and place safety first in all actions and activities
- Promote and support an effective team environment, including adherence to Ethical Communication practices with staff, participants, volunteers and community members
- Demonstrate respect, interest, compassion and caring for program participants, volunteers and community members
- Know, and abide by, Stable Hands' Operating Policies and Procedures
- Know, support and promote the Mission, Values and Goals of Stable Hands
- Be supportive, positive, reliable, professional, compassionate, self-starter, self-disciplined, team-player, goal and detail oriented

OTHER QUALIFICATIONS

- Must have reliable transportation and valid driver's license
- CPR / First Aid certification is a bonus