



P.O. Box 475
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ctrchanginglives.org

Equine Operations Manager Position Description

Reports to: Program Director and Executive Director, as necessary

Supervises: Herd, Volunteers involved in Herd Care

Employment Type: Salaried

Status: Full-Time, Exempt

Scheduled Hours: 40 hours per week

Position Summary

The Equine Operations Manager (EOM) is responsible for the management of herd health, diet, and exercise; is responsible for the replenishment of herd feeding supplies, and dietary supplement supplies as needed; is responsible for herd pasture rotation based on consensus with the Senior Management Team, and based on weather and seasonal changes; is responsible for the training of volunteers in herd care, herd feeding schedule and diet, herd medical care and medication management; is responsible for communication to CTR staff about herd needs, especially when they change; and is responsible for the cleanliness and upkeep of CTR stables, our grounds, and our facilities. The Equine Operations Manager reports directly to the Senior Management Team and is responsible for adhering to the overall mission and vision of the organization. The Equine Operations Manager oversees the management of CTR's herd of horses, including their capacity to be utilized in adaptive educational and recreational aspects of the program. The Equine Operations Manager will be responsible for participating in programs that operate during the day, evenings, and/or weekends. We operate on a set schedule but ask all employees to be flexible. This person will participate as an instructor in program activities. This person should be forward-thinking regarding how CTR can care for our facilities and herd better and be communicative with Senior Management regarding these ideas.

Responsibilities

1. Reports to the Program Director & Executive Director, maintains open and timely communication, and discloses the conditions, operations, and needs of the CTR herd.
2. Plans, develops, implements, manages, and evaluates all aspects of herd health and exercise programs, including day-to-day feeding schedules and medication management for all herd members, in conjunction with Senior Management Team.
3. Teaches unmounted and mounted lessons as needed, and willing to sub in the event of instructor absences.
4. Facilitates all aspects of CTR's relationship with Farriers and Veterinarians, including outreach and facilitating services, and being present at appointments—especially when the Directors cannot be present. Then, the EOM is responsible for seeking guidance from Directors regarding the making of herd health decisions. Once decisions are made, the EOM is responsible for communicating these herd health decisions to the CTR Staff team, and making sure healthcare recommendations from Vet/Farrier are implemented.
5. Provides direct oversight of volunteers once they are on-site, including training volunteers on how to be good horse-health guardians and how they can best participate in caring for the health of CTR's herd of horses. The EOM will wherever possible help train new volunteers on all aspects of feeding, grooming and tacking horses for lessons. This person will also wherever possible help train new volunteers how to lead-walk and sidewalk a horse, in a way that is safe and effective for Adaptive Riding Lessons.
6. Ensures program quality through the development of new learning opportunities utilizing CTR's herd of horses.
7. Develops, implements, and updates appropriate guidelines for clients, staff, volunteers, instructors, and therapists as they interact with CTR's herd of horses; Identifies and evaluates risks to the organization's herd and implements measures to control risk, in conjunction with Senior Management Team.

8. Provides direct oversight of facility management including stables, paddocks, arenas, and grounds. Walks fence lines regularly and identifies and communicates risks to the structural integrity of fence line. Repairs smaller risks independently and communicates larger issues to the Senior Management Team so that the team may determine what is the best way to repair, and who will be responsible for completing the task. Maintains a clean and organized environment.
9. Provides Senior Management Team regular observations and suggestions for the safety and security of the facility. Trains staff and volunteers on safety protocols.
10. Works with Senior Management Team to ensure compliance with all applicable laws, rules, regulations, standards, and accreditation.

Required Skills/Abilities:

1. PATH International Certified Registered Instructor, required. We can consider applicants who are also in process of CTRI certification.
2. Thorough knowledge of PATH International standards and strong commitment to ensuring all CTR staff and volunteers adhere to them.
3. Thorough and comprehensive knowledge of disabilities and equine-assisted activities and therapies
4. Excellent knowledge of horsemanship and ability to teach others, required
5. Degree and/or relevant experience (10 years) in equine related field, required.
6. Demonstrated ability to assess equine health needs and develop, plan, implement new equine health programs or effectively modify existing programs to meet these needs.
7. Strong interpersonal and communication skills and the ability to foster positive, productive relationships among staff, volunteers, instructors, riders and their families
8. Strong analytical, problem-solving, organizational, and communication skills
9. Strong professional reputation and record of integrity, sound judgment and respect for established ethical and safety standards
10. May operate and/or demonstrate proficiency to learn how to safely operate equipment and machinery necessary to care for grounds and facilities, including tractors.
11. Ability to obtain and maintain a favorable criminal background report

Work Environment:

1. Work requires occasional physical effort in handling of materials, up to 50 pounds, in strenuous work environment.
2. Environment includes moderate noises.
3. Requires sitting and use of computer and keyboard for some periods of time.
4. Requires standing and walking for extended periods of time.
5. Clarity of vision at 20 inches or less, required.
6. Precise hand-eye coordination with the ability to judge distance and space relationships.
7. Flexibility in work times each week required: some days, evenings, weekends, and holiday hours, required. When working with horses, the candidate may have to adjust their schedule based on the horses' needs. This is not a typical Monday-Friday, 9am-5pm job.

Salary Range: \$40,000 to \$45,000

Benefits: Health/Dental/Vision insurance is part of the compensation package.

In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with CTR's Mission & Values statements, customer service guidelines, and all other policies approved by the Board of Directors.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The Executive Director reserves the right to change, modify, delete, and supplement job duties based on the organization's needs.

Chesapeake Therapeutic Riding is an Equal Opportunity Employer.

Please send a cover letter detailing why you are a good fit for the position and our organization along with your resume to:

Cathy Schmidt, Executive Director
Chesapeake Therapeutic Riding, Inc.
P.O. Box 475
Abingdon, MD 21009
info@ctrchanginglives.org

Inquiries by email only.