



1136 Priestford Road
Street, MD 21154
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ctrchanginglives.org

Job Description for Barn Assistant/Coordinator

Reports to: Program Managers and Executive Director, as necessary

Supervises: Volunteers involved in Herd Care

Employment Type: Hourly

Status: Part-Time, Non-Exempt

Scheduled Hours: MUST work weekends; up to 20 hours per week; varies

Barn Assistant

- Preparing feed; dropping feed (and medications) /filling water buckets; filling hay nets in stalls
- Cleaning stalls/adding shavings when needed
- Riding/schooling horses for exercise, according to published plan
- Maintaining the general cleanliness of the barn (items put away, swept, etc.)
- Bringing horses in for AM/PM feed/medication
- Grooming horses; checking horses daily for injuries/bumps/lumps
- Documentation and communication to team of any health issues found on horses
- Inspections of fields and fence line for issues
- Special barn projects, as assigned

Barn Coordinator during Programming

- Coordinating horses in the barn and arena prior to, during, and after lessons
- Helping set up lessons; assist in creating new lesson plans
- Providing offside assistance during mounting
- Creating and maintaining an inventory of all lesson supplies and tools (including location in barn/where to find them)
- Providing assistance at tack check before/during lessons
- Scoop manure in arena during lessons
- Assist with tacking up horses needed for next lesson
- Confirming horses needed for next lessons are ready

Required Skills/Abilities:

1. Understanding PATH International standards and strong commitment to ensuring all CTR volunteers adhere to them
2. Understanding disabilities and equine-assisted activities and therapies
3. Degree and/or relevant experience (3 years) in equine related field, required
4. Willingness to learn and develop the ability to assess equine health needs
5. Develop and utilize good interpersonal and communication skills and the ability to foster positive, productive relationships among staff, volunteers, instructors, riders and their families
6. Utilize analytical, problem-solving, organizational, and communication skills
7. Demonstrate professional reputation and record of integrity, sound judgment and respect for established ethical and safety standards

8. Properly maintain and safely use equipment and hand tools necessary to care for grounds and facilities
9. 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 standing and walking for extended periods of time.
4. Clarity of vision at 20 inches or less, required.
5. Precise hand-eye coordination with the ability to judge distance and space relationships.
6. Though the schedule will be set in advance, flexibility in work days/times each week is required: MUST work weekends; some days, evenings, 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.
7. This job may lead to more opportunities at CTR, based on the competency and ambition of the employee.

Hourly Rate: \$16.00 – \$18.00/hour

Proposed work schedule on program weeks:

Monday: 2:00 pm to 7:00 pm

Thursday: 2:00 pm to 7:00 pm

Saturday and Sunday for herd care: 8:30am to 11:30 am and/or 3:00 pm to 5:00 pm

Proposed work schedule on non-programming weeks:

Between office hours of 8:30 am to 6:00 pm, as needed.

Saturday and Sunday for herd care: 8:30am to 11:00 am and/or 3:00 pm to 5:00 pm

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.