



1136 Priestford Road  
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[ctrchanginglives.org](http://ctrchanginglives.org)

## **Program and Herd Manager Position Description**

**Reports to:** Executive Director

**Collaborates with:** Program Managers

**Supervises:** Herd, Volunteers involved in Herd Care

**Employment Type:** Salaried

**Status:** Full-Time, Exempt

**Scheduled Hours:** 40 hours per week (may vary based on program and herd needs)

### **Position Summary**

The Program/Herd Manager 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 consultation with management, 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 Program/Herd Manager reports directly to the Executive Director and is responsible for adhering to the overall mission and vision of the organization. The Program/Herd 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 Program/Herd Manager is 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 communicate regarding these ideas.

### **Responsibilities**

1. Reports to the 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, coordinating with the 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 the farrier and veterinarian, including outreach and facilitating services, and being present at appointments—especially when the Director cannot be present. The Program/Herd Manager is responsible for seeking guidance from the Director regarding the making of herd health decisions; and is responsible for communicating these herd health decisions to the CTR staff, making sure healthcare recommendations from vet/farrier are implemented.
5. Provides direct oversight of volunteers once they are on-site, including training volunteers on all aspects of feeding, grooming, tacking horses for lessons and properly lead-walking and side-walking in a safe and effective manner 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 the management.
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 Executive Director to 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 management regular observations and suggestions for the safety and security of the facility. Trains staff and volunteers on safety protocols.

10. Works with management 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 services
4. Excellent knowledge of horsemanship and ability to teach others, required
5. Bachelor's Degree preferred and/or relevant experience 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
12. Valid driver's license

**Work Environment:**

1. Requires physical effort in handling of materials, up to 50 pounds, in strenuous work environment that is not climate controlled and includes moderate noises.
2. Requires sitting and use of computer and keyboard for some periods of time; Microsoft Office experience
3. Requires standing and walking for extended periods of time.
4. Requires clarity of vision at 20 inches or less, required; precise hand-eye coordination with the ability to judge distance and space relationships.
5. Requires flexibility in work times each week: days, evenings, weekends, and holiday hours. 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:** \$50,000 to \$55,000

**Benefits:** Health/Dental/Vision insurance may be 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 and Vision 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.  
1136 Priestford Road  
Street, MD 21154  
[info@ctrchanginglives.org](mailto:info@ctrchanginglives.org)

Inquiries by email only.