



Heaven's Gait Ranch Therapeutic Riding Center

Job Posting

Equine Manager

Updated: 8/15/2022

Title: Equine Manager

Works With: HGR's Board Members, Staff, Volunteers, Facility Owners, and Guests

Reports to: Program Coordinator, Executive Director, & Board of Directors at Heaven's Gait Ranch

Qualifications:

Heaven's Gait Ranch, Inc. of Cedar Grove, WI seeks a qualified candidate to fill the role of Equine Manager. This person must be knowledgeable of the needs of a nonprofit therapeutic riding center, as well as the needs of caring for a mixed herd of horses who serve individuals with special needs and veterans with disabilities. This person must be knowledgeable of the standards outlined by PATH International for Premier Accredited Member Centers or must be willing to learn them under the guidance of the Executive Director. Applicants holding a PATH Intl. CTRI is strongly preferred.

Requirements:

The Equine Manager must be at least 21 years of age. He or she must not only have extensive experience working on a ranch and caring for horses, but he or she must be familiar with the requirements and standards of a nonprofit organization that is also a PATH International Center. He or she must also be familiar with adaptive tack for individuals with special needs and disabilities, and it is a requirement of Heaven's Gait Ranch for all individuals to not only sign a liability release waiver but also wear a ASTM/SEI approved helmet for any mounted activity. Applicants must be able to independently lift square bales, safely catch and lead animals on site, as well as properly tack horses requiring English & western saddles.

Terms & Conditions

Start Date: Open until filled.

Compensation: Applicants for equine management currently holding their PATH CTRI are encouraged to apply (\$18/hr). Applicants without a PATH certification can expect \$15-\$17/hr based on education and experience. Weekly time cards are capped at 35 hrs/week. Time cards should not exceed 35 hours including vet/farrier visits. Applicant must record working hours. Paychecks are distributed bimonthly.

Weekly Schedule: Mon. - Thurs. 10:30 am - 6:30 pm. Friday mornings & rotational weekends/holidays are TBD based on herd/program needs.

Conditions: Liability Releases must be signed by any guest brought on site; helmets are also required.

Benefits: This position does not come with further benefits within the first year. Pay increases and an opportunity for a retirement match are discussed after year one.

**Qualified applicants should send their resume and cover letter to
HGR's Executive Director, Margaret Mary McClaren at info@heavensgaitranch.org.**



Job Description for Equine Manager

Updated 08/15/2022

	Guiding Principles
Job Title	<ul style="list-style-type: none"> Equine Manager
Works With	<ul style="list-style-type: none"> The Board of Directors at Heaven's Gait Ranch, Staff, Volunteers, Veterinarian, Farrier, Facility Owners, and Guests
Reports to	<ul style="list-style-type: none"> Program Coordinator, ED, & Board of Directors at Heaven's Gait Ranch
Organization Overview	<ul style="list-style-type: none"> Heaven's Gait Ranch, Inc. is a nonprofit, therapeutic riding center whose mission is to build a compassionate community that embraces individuals who recognize the need to heal and challenge their adversity to grow. Heaven's Gait Ranch strives to be a community leader in improving the quality of life in individuals with special needs and disabilities through Equine-Assisted Services, Therapeutic Riding, and Equine Services for Heroes. Heaven's Gait Ranch, Inc. will become a Premiere Accredited Therapeutic Riding Center under the Professional Association of Therapeutic Horsemanship (PATH) International.
Role Summary & Purpose	<ul style="list-style-type: none"> This person will manage the horses and their daily needs for our nonprofit organization.
Qualifications & Preferred Experience	<ul style="list-style-type: none"> Compliance of PATH Intl. Standards; PATH Intl. CTRI is strongly preferred Experience in successfully managing horses, individuals, and/or teams Effective problem solving skills & initiative Ability to communicate effectively with individuals at all levels of the organization 5+ years of experience with horses and managing their various needs Current First Aid, CPR, AED Certification Experience operating a bobcat/toolcat preferred or willingness to learn Veterinary technician or related experience preferred Strong customer service & interpersonal skills Excellent written & verbal communication skills Demonstrated mastery of Microsoft Excel, Word, PPT, Google Drive & Docs Knowledge and understanding of Salesforce or similar CRM software
Leadership Pillars and Competencies	<ul style="list-style-type: none"> Creates a positive environment for professional, safe, & appropriate behavior Shows care and pride in one's work & place of employment Shows initiative and safety in equine management
Responsibilities of the Equine Manager	<p>General Responsibilities:</p> <ul style="list-style-type: none"> Oversee the safety and soundness of horses & their work-related areas Be on call for emergencies including before & after hours Adhere to PATH Intl.'s Equine Welfare and Management Standards Maintain & attend to equine health and medical needs



Ensure that hay, grain, bedding, supplements, medications, and first aid kits are well stocked and labeled to administer.

- Purchase general barn/horse supplies to be reimbursed or make financial requests to the Program Coordinator at least two weeks prior to needing them.

Maintain & attend to daily equine needs, M-F (rotating weekends/holidays may apply when medically necessary)

- Clean areas that staff, volunteers, and equines utilize on the property.
- Daily focus: stalls and aisles within the big barn and the pony barn
- Seasonal focus: paddock & rotational grazing needs will vary

Specific Daily Duties:

Ensure daily nutrition and care for horses in and out of the barns

- Provide each stall with clean water, hay, required grain, necessary medications, and approved supplements
- Provide general first aid, vaccinations, dewormers, as needed/prescribed
- Coordinate with Program Coordinator to manage coverage for food, water, and med shifts (am/pm/wknd/holidays) as needed

Formulate & oversee feed/turn out schedule using good herd management.

- Prep stalls with food, water, and salt licks before bringing horses into the barns.
- Do not lead/handle two horses at one time.
- Always give a horse a buddy whenever possible to maintain a sense of calm. Ex: stall/barn/arena/paddock buddies prevent panic and set everyone up for success

Ensure safety within paddocks and barns.

- Do not lead horses by halters only; use lead ropes properly.
- Unplug electric fences upon arrival; plug in fences prior to leaving at the end of the day
- Securely latch all gates and doors prior to leaving
- Check shelter, water levels & cleanliness, hay quality & quantity, as well as integrity of fences & gates.
- Coordinate care & paddock feeding schedule with the Facilities Manager (Tuesday mornings)
- Pull horses from paddocks prior to feeding with the toolcat or dragging in the paddocks

Implement prescribed treatment/maintenance plan for equine care

- Ensure each horse and donkey at HGR is groomed every day (even if not working in lessons), M-F, at least once a day, including feet.
- Horses at HGR are groomed in cross ties or while tied in the arena (not in the stalls) to limit unnecessary debris in the stalls and shavings.
- When bringing in animals, evaluate & address lameness issues.
 - 1. Contact Program Coordinator if you need physical assistance.
 - 2. Call Fredonia Veterinary Clinic in an emergency.
 - 3. Report all emergencies, document occurrences, & relay immediate care needs to ED within 24 hrs.



(Responsibilities continued...)

Take direction from the Program Coordinator to implement a daily exercise schedule for equines before & outside of lesson times to sustain/enhance the physical & mental health of the animals at HGR for programming purposes

- Goals and action plans should reflect the animal's age, work load, and quality of life
- Exercise program horses in both directions at a walk, trot, & canter, as they are physically able.
- Lunge or ride whenever possible.

Pull & stall horses from the paddocks 30 min prior to lesson start times to prepare them for lessons

- Volunteers may only assist in the paddocks under direct staff supervision.
- Once stalled, trained lead walkers may assist by grooming & tacking.
- If volunteers are not present, ensure each lesson horse is groomed and tacked prior to the start of each lesson time.

Enter the following week's horse & tack line up on the master schedule within Google Drive by Friday at noon.

- This includes appropriate horse pairings, saddles, girths/cinches, bridles & stirrups
- M-Th, no horse should exceed two lessons in one day before another horse is scheduled first
- Work with PATH Intl. Instructors & Program Coordinator to align horses' needs and participants' needs

Ensure that each animal on site receives hands-on attention for 15-20 minutes per day, Monday-Friday. (Lesson times count.)

- Ex: 6 horses are on the schedule for the day; 2 horses + 1 donkey still require attention. If you are not lead/side walking in lessons, utilize working space elsewhere with other horses and volunteers.
- Trained volunteers may help groom, lead, lunge or ride with you/under your direct supervision. If you need a volunteer, the Program & Volunteer Coordinator is responsible for directly coordinating times.
- Volunteers must not be left unattended on site.

Manage cleanliness within the barns, living and working areas for the horses (this includes thoroughly picking all stalls & removing waste, checking paddocks for hazards, checking trail for hazards prior to lessons)

- Clean all stalls ensuring each has dry shavings and is free from all manure and urine that results from bringing horses in/out of the paddocks/barns
- When a horse comes out of a stall, the stall is immediately picked.
- Sweep barn aisle throughout the day as horses walk in and out
- Remove the wheelbarrow with manure from the barn & dump it in the pile in the woods every day, whenever it is full and at the end of the day. No manure should be left in any of the barn stalls overnight.

Oversee turnout & end of the day barn clean up M-Th and/or whenever on site

- This includes picking stalls, sweeping & using the blower to clean aisles, dump manure buckets, plug in electric fences, & latch/lock gates & doors.



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Miscellaneous Duties as Needed:

- Assist the Program Coordinator & Facilities Manager in program operations
- Schedule Farrier as needed (6-8 wks), pull horses before his arrival, and hold horses as needed for him on site
 - Be present and available to assist before, during, & after farrier visits
 - Implement prescribed treatment or maintenance plan for hoof care
- Schedule Fredonia Veterinarians using appropriate discernment for care
 - Be present & available to assist before, during, & after veterinary visits
- Maintain barn & tack cleanliness with respect to COVID protocol; use laundry as needed (at least once a week Thursday/Fridays) for saddle pads.
- Be prepared for donor visits at any time
 - Take direction from the Program Coordinator or Executive Director to deep clean for scheduled visits or special events
- Sub for various staff members as needed
 - Ex: Operate the toolcat in the event that the Facilities Manager is not available for hay days or dumpster days.* Training will be provided.
 - Be on call for equine or property emergencies
- Sanitize & condition tack (saddle pads, saddles, bridles, bits, reins, halters etc.) following COVID protocol
- Responsibilities are subject to change with evolving program & herd needs