

Colorado Therapeutic Riding Center, Inc.

- Job Description -

Position Title: Barn Assistant

Date: June 2023

Reports to: Horse Trainer / Equine Manager

Employee Classification: Part Time – Non-Exempt

Responsibilities: Assist the Barn Manager to ensure all horses basic needs are met for food, water and shelter, as well as helping to ensure their health and safety. Oversee the volunteers that turn in/out horses and muck stalls. Assume primary responsibility for daily feeding, turn-out, turn-in and mucking stalls/paddocks. Stock grain, supplements, and supplies. Help maintain all the horse areas for cleanliness and safety. Under the direction of the Barn Manager, assist with first aid and with seasonal facilities tasks such as weed control, arena watering, fence maintenance, mowing and shoveling snow. Communicate closely with the Equine Facility Manager if problems or questions arise. This position is physically demanding, requiring the ability to regularly lift a minimum of 50 pounds. Most of the work day is spent outside in all weather conditions. This position requires some work on holidays, weekends, and/or evenings including covering for Caretaker vacation days.

Job Duties:

Horse Related Duties:

- Ensure daily that each horse is sound, healthy and safe prior to use in class. Report any concerns to the Equine Facility Manager for further evaluation.
- Implement feeding schedules and feed as scheduled. This includes refilling the just-fed grain rations and preparing the feed truck for the next feeding -e.g. loading hay, grain buckets, and preparing mashes.
- Under direction of the Equine Facility Manager, daily turn-in and out of horses to pasture;
- Responsible for bringing in horses from pasture for classes as necessary throughout the day.
- Assume full responsibilities for daily stall cleaning. This includes managing the Mucking Team schedule.
- Assist Equine Facility Manager with first aid, horse health treatment plans and other duties as requested.
- Responsible for basic daily horse care (e.g. clean/fill pasture and electric waterers).
- Ensure horses have blankets and fly masks applied and removed as necessary.
- Assist Equine Manager with maintaining and updating health care records and maintaining current, well organized files on all horses.
- Assist Equine Facility Manager with routine vaccinations, de-worming, dental checks and sheath cleaning programs for each horse.
- Provide monthly vet cabinet checks. Ensure that medications, supplements, and horse medical supplies are well stocked and labeled.
- In the Equine Facility Manager absence, serve as a point of contact for farrier services and schedule farriers. Bring in and hold horses for vet/farrier/bodywork.
- Ensure open communication with staff regarding their observations of horses and horse needs.
- Assist Equine Facility Manager with schooling and condition of horses (trail and program)

Program Maintenance:

- Clean, maintain, and organize tack room, tacking area, grain shed and hay barn
- Assist with miscellaneous barn and program related chores.
- Very occasionally, when issues arise, serve as horse-leader in classes.
- In conjunction with Volunteer Coordinator, recruit, train, schedule, supervise and evaluate Volunteer Muckers and Turn-in/Turn-out Volunteers, including maintaining schedules, records and current contact information.
- Maintain an environment conducive to volunteer safety.
- Responsible for effective communication with the entire CTRC community, including Caretakers, Equine Facility Manager,, Equine trainer, program staff, volunteers and farriers keep up to date on inter-CTRC communications
- Assist with special events, such as the annual horse show, tack sale, and saddle fittings.

- Enter horse related data into Equiforce
- Other duties as assigned

Personal and Professional Attributes:

- Represent CTRC in a positive and professional manner.
- Maintain safety as CTRC's paramount concern. 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, CTRC's Operating Policies and Procedures.
- Know, support and promote the Mission, Values and Goals of CTRC.
- Attend and participate in all staff meetings.