



## Equine Management Assistant

**Job Title:** Equine Management Assistant  
**Reports to:** Equine Manager  
**Hours:** 40+ Hrs./week  
**Salary:** Pay will be consistent with industry standards and determined by candidate's level  
**Prepared:** August 2021

**Our Mission-** Central Kentucky Riding for Hope is dedicated to enriching the community by improving the quality of life and the health of children and adults with special physical, cognitive, emotional, and social needs through therapeutic activities with the horse.

**Overview-** Daily job duties will include assisting with activities such as equine care, weekend coverage, exercising horses, special events, and facility maintenance. Employee must have leadership skills and facilitate a team approach while working with management, co-workers, and volunteers.

**Scope of Responsibility-** The Equine Management Assistant reports to the Equine Manager and is responsible for the daily care of all equines and their development. Operates under general supervision with latitude for independent judgment and actions on routine matters only. Suggestions and recommendations should be presented to the Equine Manager and/or Executive Director.

### Typical Job Duties Include:

#### Daily

- Health checks, feeding, and administration of medications as directed by Equine Manager and/or veterinary team
- Treatment of health issues as needed, including the administration of IV & IM medications as directed
- Implementation of CKRH equine training plans
- Maintain all equipment, tack and facilities in a manner that protects and preserves the quality of each

#### Weekly

- Update and post equine care schedules (feed, medication, paddock maps, etc.)
- Monitoring and management of supplies and medication

#### Monthly

- Prepare horses for farrier, chiropractor, dentist, veterinarian, and other equine practitioners
- Assist with weighing of horses and other routine herd health tasks
- Maintain hay storage area of hayshed (organize, label, chaff, etc.)
- Assist with maintenance of Tack Sale area in hayshed

## Routine

- Facility maintenance & repairs such as fence mending, repairing waterers, applying salt, shoveling snow, maintaining electric fence, etc.
- Order feed, supplies, and supplements as needed
- Pull manes, clip bridle paths, and clean sheaths as needed
- Equine grooming supply maintenance and management (cleaning, etc.)
- Clean and set up stalls, feed pans, and water buckets
- Maintain vet room and supplies
- Care for sick horses, including overnight care, if necessary
- On-call responsibilities

## **STABLES Program Responsibilities:**

- Mentor STABLES students as well as volunteers while completing daily tasks.
- Mentor skills in horsemanship and CKRH procedures.
- Demonstrate leadership by maintaining professional teacher-student relationships

## **General Responsibilities:**

- Adhering to standards and procedures as outlined by CKRH
- Adhere to standards and procedures as directed by PATH, Intl to support Premier Accredited Center status
- Attend program and staff meetings
- Participate in special events as required
- Adhering to budgetary constraints of the program
- Participate in sessions as needed when volunteer shortage occurs
- Serve as an ambassador for Central Kentucky Riding for Hope
- Other duties as assigned

## **Desired Qualifications**

**Education:** Equine Science, Equine Management, Animal Science-related degree or equivalent experience.

**Experience and Knowledge:** Previous experience with a riding facility. Minimum of 5 years' experience working with horses in a professional setting.

**Skills and Abilities:** Self-motivated, attention to detail, well-developed interpersonal skills, ability to multi-task, organize and set priorities, as well as very strong communication skills and horsemanship, are essential. Must have the ability to problem solve, especially in the area of horse behavior. Ability to lift up to 60 pounds rarely, up to 30 pounds occasionally, and perform physical labor for up to eight hours daily is required; must be able to operate facility vehicles and equipment. Must be a U.S. citizen or possess a valid resident/work permit. Must possess a valid driver's license.

**Fringe Benefits/Other:** This position is a full-time position, which offers salary. Other benefits include eleven paid holidays annually, as well as vacation and sick leave in accordance with personnel policies. New employees are eligible for paid medical insurance reimbursement of 75 percent after a one-month probationary period.

***We are an equal opportunity employer***

**Central Kentucky Riding for Hope, Inc. Therapeutic Riding Center**  
Specified Duties and Responsibilities

PATH Intl. Onsite Workshop and Certification

- Assist with horse handling and other duties as assigned.

Night of the Stars

- Assist with horse preparation and handling during photo shoots, rehearsals and event; assist with packing and moving supplies to and from event location; other duties as assigned on STARS work list.

Therapeutic Summer Activities

- Assist with the supervision and instruction during I-Ride and HorseAbility.
- If needed, participate in EASTT as a horse behaviorist.

Paul Frazer Horse Show, CKRH Annual Horse Show, and other equine events

- Assist with preparation and handling of horses prior and during the event as needed.
- Assist with set up and break down of events as needed.

Tack Sale and

- Assist in the preparation and cleanup of the tack sale; assist other staff members in maintaining tack storage in an organized manor; assist other staff members in retrieving and checking in donated items as needed.
- Care of equine herd on the day of the event.

Keeneland and other off-site demos

- When possible and as needed, participate in participant activities, horse preparation, and handling.

Cleaning and Facility Maintenance

- Participate as a team member to complete the deep clean/pressure wash of the facility twice annually; assist other staff members to maintain the vet room, feed room, extra tack room and supply storage areas in a clean and organized condition; along with other staff members launder saddle pads and towels; along with other staff members maintain barn aisles, grooming bays, arena walkway, stalls and walkways around the barn.