



Job Description – Equine Program Manager

NAME:
TITLE: Equine Program Manager
STATUS: Exempt
REPORTS TO: Executive Director

General Function: The Equine Program Manager is responsible for managing all aspects of the equine portion of Children's TherAplay operations including ensuring timely, quality equine use during therapy sessions; recruiting, hiring, and managing all related personnel; recruiting, training, and managing horses used during therapy sessions; ensuring safety in situations involving equines; maintaining all equine related portions of the facility, and participating in and supporting Children's TherAplay special events and outreach efforts.

REQUIRED EXPERIENCE: The candidate must have a strong, proven working knowledge of equine behavior, training, and care. Experience managing geriatric horses is preferred. Experience managing key aspects of an equestrian operation is preferred. At least five years of riding experience is preferred. Supervisory experience is needed.

REQUIRED EDUCATION: High School Diploma or GED equivalent

CERTIFICATIONS: Completion of The Horse Connection: Long Lining – Maximizing Your Horse's Potential through the American Hippotherapy Association is preferred.

PREREQUISITE SKILLS:

- Ability to supervise, manage and develop personnel.
- Must have a proven working knowledge of equine behavior, training, and care including but not limited to application of prescribed medicines and treatments, nutrition requirements, oversight of veterinary visits and farrier requirements.
- Ability to effectively provide customer service to all customers and contacts.
- Ability to clearly and effectively communicate through both verbal and written methods.
- Ability to problem solve.

ESSENTIAL FUNCTIONS:

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

1. Manage and supervise equine program staff.
2. Supervise and participate in daily Equine Program operations including scheduling of hippotherapy sessions, selection of horses for use in hippotherapy, assessment of new horses for the program, care of horses (including preventative and routine equine health practices and administering medical treatments as prescribed by a veterinarian), feeding, exercise, training, tack selection, and daily stable maintenance.
3. Manage business aspects of barn management including budgeting, ordering supplies, development and implementation of policies, personnel management, equine lease and donation agreements, equine medical and farrier records.
4. Inspect stable, arena, pasture, and equipment to identify safety and sanitary hazards – initiate resolutions and/or preventative measures as necessary.
5. Maintain conditions and best practices to maximize patient and staff safety while interacting with equines. Regularly carry out equine-related safety trainings for staff and volunteers.
6. In conjunction with Executive Director, develop and implement appropriate short- and long-term goals related to equestrian related operations. Oversee equine-related building projects and facility improvements.
7. Maintain patient confidentiality at all times, conforming to HIPAA privacy regulations.

ADDITIONAL DUTIES:

1. Act as main contact between Children’s TherAplay and the American Hippotherapy Association. Organize AHA education courses hosted at Children’s TherAplay.
2. Participate in and represent Children’s TherAplay at various internal and external events (i.e. parent support groups meetings, special needs events, Children’s TherAplay special events, etc.)

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Ability to lift up to 100 pounds.
- Ability to walk up to 10 miles per day.
- Ability to work in cold or hot weather environments.
- Ability to sustain frequent standing, walking, bending (forward and sideways), grasping, twisting at the waist, squatting, kneeling

RESUME SUBMISSION DIRECTIONS:

Interested candidates should submit their resumes and cover letters to Kathy Pelletier, Executive Director, by email: kpelletier@childrenstheraplay.org