Position: Manager, Equestrian Center

Website:

Responsibilities:
- Daily care and management of horses housed at the center, including feeding and watering and cleaning of stalls when necessary; taking appropriate action to ensure the health, well-being and physical fitness level of horses stabled at the Equine Center.
- Hire, train, supervise and periodically evaluate staff as well as maintain proper staffing schedule to meet needs of the center. Direct supervision of the Barn Workers and Stable Hands.
- Proper treatment of sick and/or injured horses; administer medication when needed or advised by a Veterinarian.
- The development and implementation of a preventative health care program, vaccinations, de-worming, dentistry, and shoeing; keep owners apprised of all changes.
- Prepare shoeing list and communicates weekly with the farriers.
- Procurement and proper storage of grain, hay and shavings, medications, fuel and other farm supplies.
- Maintain the property, facility and grounds at the center, including grooming of the arena. Ensure that the equipment is in proper running order and pastures and fencing are hazard free.
- Prepare shoeing list and communicates weekly with the farriers.
- Maintain vehicles, machinery and equipment at the facility (know when to call a mechanic).
- Daily turnout of the horses.
- Perform administrative office duties. Keep track of horses’ coming and going from center so the clients can be billed accordingly. Knowledge of Quick books helpful.
- Meet and tour with prospective boarder.
- Perform administrative office duties. Keep track of horses’ coming and going from center so the clients can be billed accordingly. Knowledge of Quick books helpful.
- The Barn Manager is also responsible for taking steps to implement disciplinary action for students, boarders, or children when necessary. In other words, negotiate conflicts and maintain peace and safety in the facility.
- Rehabilitation of injured animals as instructed by the Veterinarian/owner/or instructor.
- Complete all duties assigned by the owner of the facility. We occasionally produce cutting and cow working competitions, and invite clinicians to teach at workshops. This is a family owned facility.
- Must be available by cellular phone at all times and to assist in an emergency situation at the center. Handle emergency situations efficiently, properly and effectively.

Qualifications:
1. Minimum 2 years related work experience
2. Demonstrated ability to work efficiently in a fast-paced, multi-tasking environment
3. Excellent communication and interpersonal skills including spoken and written skills. Kindness and humor are required.
4. Demonstrated excellent customer service skills
5. Commitment to support diversity and work with a diverse population
6. Quality time management and organizational skills
7. Ability to meet deadlines
8. No drinkers or drug users.

Position Availability:
The position is available immediately. The screening will continue until the position is filled.