

T h e N a t i o n a l C e n t e r f o r EQUINE FACILITATED THERAPY

A California Non-Profit Corporation
Established 1971

POSITION DESCRIPTION

Title: Barn Manager

Reports to: Executive Director

Supervises: Horse Handlers, Barn Staff

Employment Status: Exempt

Position Summary:

The Barn Manager is responsible for the training, maintenance, health and welfare of the NCEFT therapy horses. Management of barn staff/horse handlers and good communication with therapists to ensure optimal and effective treatment sessions of all NCEFT patients.

Direct Responsibilities:

- Closely coordinate with Program Director to ensure that NCEFT remains in compliance with all industry standards.
- Maintain the barn and arena areas in organized, clean and good working order at all times. Coordinate with Administrative Director and/or Facility Manager.
- Is responsible for meeting all the requirements of an NCEFT Horse Handler and driving or leading horses in therapy sessions.
- Ensure that horse handlers groom/clean all therapy horses prior to tacking up, including necessary daily foot care and stretches.
- Ensure the appropriate daily conditioning routine is completed for each therapy horse.
- Ensure that all therapy horses are warmed up appropriately prior to each session.
- Implement a system whereby horse handlers alert the Barn Manager as to any soundness or behavioral issues.
- Keep the Program Director informed regarding all care, health or behavioral issues of the therapy horses.
- Oversee the maintenance of health records and conditioning logs in accordance with industry standards. These detailed records also include vaccinations, shoeing, worming, medications and special food requirements.
- Assist in the safe transport of therapy horses.
- Ensure that all the tack/equipment being used is appropriate with regard to the well being of the therapy horse. In a timely manner, consult with the Program Director and/or treating therapist as to any concerns.

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- Ensure that all horse handlers check all tack/fittings prior to each therapy session, including a final check of girth and side reins prior to the patient/client mounting.
- Ensure all tack and equipment is inspected on a weekly basis and arrange for appropriate repairs.
- Order hay, grain and medications as needed. Coordinate with the Administrative Director prior to placement any and all orders.
- Ensure NCEFT has the appropriate number of capable therapy horses through retirement and acquisition.
- Collaborate with Program Director to develop demonstrations, shows and fundraising events throughout the year as needed.
- Actively engage in any activities which help ensure the fiscal soundness of NCEFT as a non-profit organization.
- Must obtain and keep current PATH Certified Riding Instructor requirement.
- Responsible for additional duties as assigned by the Program Director.

Physical requirements of the position:

- Must be able to lift up to 35 pounds from the ground to waist height frequently during a normal work day (hay, grain, feed, tack boxes, saddles, feed buckets etc.)
- Must be able to walk and stand in/on uneven surfaces for up to 7 hours per day -(tacking horses for sessions - lunging horses for warm-up - leading horses for therapy sessions - R&R horses to and from their stalls over a 12 acre "farm/ranch" facility
- Must possess the agility and dexterity to rapidly move toward or away from full sized horses to protect the safety of the disabled rider and/or side walkers / horse handlers / therapists.
- Must be able to frequently twist, stoop, bend, kneel and balance on one leg or another several times each day when working with or around the NCEFT horses. Required for grooming, hoof maintenance, tacking, feeding, etc...
- Must be able to jog, without stopping, approximately 150 yards on an uneven surface while driving or leading a therapy horse.

[Revised 6/15]