EQUINE CARE STAFF
Position Description

Job Title: Equine Care Staff

Reports to: Barn Manager

Supervises: N/A

Objective: The objective of the Equine Care Staff is to ensure proper support of EQUI-KIDS Programs and its mission through the effective care of our herd. This position carries out the duties associated with the feeding, stall care, and maintenance of the program horses and ponies as instructed by the Barn Manager.

Benefits: This is a part-time, non-exempt position. This position is eligible for AFLAC benefits and participation in the company’s Simple IRA.

Qualifications:
- Must have a minimum of one (1) year experience working with horses
- Must have a working knowledge and understanding of equine behavior and communication
- Must be able to take temperature, pulse, respiration, and have basic medical understanding for equine emergencies
- Ability to manage time effectively and manage multiple projects
- Adaptable and flexible in a busy environment
- Knowledge of the benefits of equine assisted services for individuals with special needs
- History of ability to work with diverse groups of people to create a professional environment
- Good interpersonal and public communication skills (in person, phone, written, and electronic)
- Self-motivated and independent worker with appreciation for being part of a collaborative team
- Must have reliable transportation and maintain a current Virginia driver’s license

Eligibility:
- Must be eighteen (18) years of age or older
- A U.S. citizen, national, or legal permanent resident alien of the U.S.
Requirements:
- Standing, bending, using hands to handle, control, or feel objects, tools, or controls, repetitive movement, walking, working outdoors, lifting a minimum of 50 Lbs., working around horses/large animals

Responsibilities:
- Uphold EQUI-KIDS policies and procedures and remain in compliance with all PATH Intl. Standards and Ethics
- Represent EQUI-KIDS in a professional manner, working to forward the mission
- Provide daily care to all equines and other animals on property as scheduled to include:
  - Mix feed, supplements, and medicines in prescribed portions
  - Feed all equines prescribed grain
  - Feed all equines prescribed hay and/or hay pellets
  - Ensure clean water for equines in stalls and out in pastures
  - Administer medications and/or supplements as prescribed by the Barn Manager
  - Examine all equines and other animals on property for lameness, injury, or sickness as it travels to/from the barn and report any issues to the Barn Manager
  - Responsible for turn out and bringing in of horses to and from pastures according to pasture assignments
  - Handling horses in a safe manner (leading, grooming, catching, haltering)
  - Perform medical treatments on horses as set up by Barn Manager or his/her designee
  - Examine animals to detect diseases and injuries on a daily basis and report findings to supervisor in a timely manner
  - Correct use of fly sprays and other fly repellents
  - Safely and correctly put on sheets, blankets, fly gear, etc.
- Clean stable area to include sweeping, removing cobwebs, and other debris to ensure cleanliness of the stable
- Clean stalls as assigned each shift to ensure proper removal of manure and urine and to ensure there are no safety issues inside the stall
- Operate all farm machinery according to training, directions and safety regulations to include:
  - Equipment Selection: Determining the kind of tools and equipment needed to do a task
  - Operation Monitoring: Watching gauges, dials, or other indicators to make sure a machine is working properly
  - Operation and Control: Controlling operations of equipment or systems
  - Operation Maintenance and Repairs: Reporting any concerns or malfunctions to Barn Manager and Site Supervisor
- Contact Barn Manager concerning equine and/or human emergencies
- Responsible to work all shifts assigned or find appropriate staff to cover with manager approval
- Record time daily following completion of each shift
● Attend staff meetings and other relevant meetings
● Maintain professional standards of appearance, communication, and timeliness
● Provide support to other staff as needed
● Other duties assigned or needed to help drive to the mission, vision, and values of EQUI-KIDS

Reviews:
● Periodic evaluations will be made to all employees to monitor progress and note any discrepancies or added responsibilities. Annual evaluations are mandatory.

Reviewed with employee by (Supervisor’s Name):______________________________

Supervisor’s Signature:____________________________________________________

Date:______________________________________________________________

Reviewed and accepted by (Employee’s Name):______________________________

Employee Signature:____________________________________________________

Date:______________________________________________________________