EQUINE TEAM TECH
Position Description

Job Title: Equine Team Tech

Reports to: Barn Manager, Asst. Barn Manager

Supervises: N/A

Objective: The objective of the **Equine Team Tech** 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, turnout, medical care, medical records, and conditioning and maintenance of the program equines as instructed by the Barn Manager.

Benefits: This is a salaried/exempt position and may entail support outside a traditional work schedule/hours to accommodate mission delivery, community activities, weather, fundraising, and horse care. This position is eligible for additional benefits as outlined in the EQUI-KIDS Employee Handbook.

Qualifications:

- Must have a minimum of three (3) years experience working with horses
- Must have a working knowledge and understanding of equine behavior, senses, and communication as they relate to safe handling and riding
- Must have working knowledge of basic equine first aid and be able to recognize signs of illness (colic, changes in behavior, heat/cold emergencies, unsoundness, etc.)
- Must be able to identify grooming tools and demonstrate safe grooming practices
- Must be able to effectively and safely tack
- Must be able to demonstrate safe mounting and dismounting procedures
- Must be able to demonstrate a secure seat and correct alignment at all gaits
- Must know and demonstrate effective use of the natural aids as well as any applicable artificial aids
- Must be proficient with all gaits, control during all gaits, upward/downward transitions, and movements (half halt, bending, work on the forehand/haunches, etc.)
- Must know how to safely lunge an equine
- 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 guidance and support to other equine care team members during assigned shifts
- Provide daily care to all equines and other animals on property as scheduled to include:
    - Perform daily horse checks if working AM shift or only Stable leader scheduled for the day
    - 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.

- Feed lunch as prescribed by the Barn Manager
- 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
- Assist in conducting daily stall checks to ensure they are in good repair
- 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
- Assist in ensuring that tack room is clean, tack is properly put away, and all tack is labeled appropriately
- Assist in maintaining and ensure proper fitting tack all equines
- Assist in ensuring that all equine equipment including saddles, bridles, halters, blankets, etc. are in good repair and working order at all times
- Assist Barn Manager and/or Asst. Barn Manager with monthly deworming horses
- Exercise and condition equines as outlined by the Barn Manager or Asst. Barn Manager
- Ride a minimum of 12 rides and a max of 20 rides per week (according to the Daily Equine Workout Chart)
- Maintain daily detailed notes for all equine exercise and conditioning sessions in appropriate software system
- Post lesson assignments to cork board outside tack room on Saturdays
- Assist with laundry upkeep including towels, saddle pads, horse blankets and sheets
- Assist in bringing horses in and holding for medical appointments, wellness treatments, farrier, etc when Barn Manager and Asst. Barn Manager is not available
- Help maintain appearance of equines to include grooming, washing tails, pulling manes, trimming whiskers, body clip, cleaning sheaths/udders
- Serve as backup for all Asst. Barn Manager duties as needed or directed by the Barn Manager, including equine care team shifts
- Communicate with instructors and other pertinent team members any issues regarding equine use, behaviors, equipment, etc.
- Assist volunteers when necessary
- Contact Barn Manager concerning equine and/or human emergency
- Responsible to work all shifts assigned or find appropriate staff to cover with manager approval
- Records 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: _____