



Job Description: Barn and Equine Resource Manager

Organization Name: Naples Therapeutic Riding Center

Organization Web Site: <http://www.naplestherapeuticridingcenter.org>

About Our Organization: The mission of Naples Therapeutic Riding Center is to improve the lives of children and adults with physical, social, and mental health needs through therapeutic riding and other equine-related programs

Job Location: 206 Ridge Drive, Naples, FL 34108

Hours/Week: 40

Other Information: The schedule varies depending on the needs of the herd and emergencies on the property.

Salary Range: \$XX,000 - \$XX,000 base annual salary

Job Description

Job Purpose: Manage equine resources to insure optimum contribution to the NTRC programs. Reports to the Equine Operations and Property Director; interact with other staff, volunteers and committees. Manages training and development of equine resources.

Job Tasks:

- Ensure that equine partners are suitable for program activities through the development and management of ongoing training, schooling, and conditioning plans.
- Manages the Traveling Therapy Mini Horse Program to include scheduling, leading, and evaluating the program.
- Train horse handlers for the Traveling Therapy Mini Horse Program.
- Collaborate with the Equine Operations and Property Director and other staff to ensure equine needs are met.
- Collaborate with the Equine Operations and Property Director in training exercisers relative to equine care, horse handling, exercise, and schooling.



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- Interact with the equine community and prospective horse owners to identify equine resources for purchase or donation.
- Prepare a written schedule of feeding and medication for each of the horses under NTRC's care and ensure the schedule is implemented.
- Ensure current Coggins reports for all NTRC horses are kept on file at the NTRC barn.
- Arrange for appropriate medical care, dental care, feeding, and farrier care for each of the horses under NTRC's care.
- Ensure all vaccines and deworming are administered to all NTRC horses at appropriate intervals.
- Monitor the health and well-being of the horses at NTRC and evaluate the effectiveness of the care being provided; arrange for changes to equine care as needed.
- Maintain comprehensive and current medical and general care records for each NTRC horse.
- Collaborate with the Equine Operations and Property Director to direct and coordinate volunteer's care of horses, etc.
- Ensure the satisfactory completion of critical activities essential to the basic care of the horses, feeding, and medication administration; if workers scheduled to complete critical activities are unable to fulfill their duties as scheduled, including cleaning stalls, the Equine Resource Manager shall perform the duties.
- Ensure that information is recorded on the status of the horses at NTRC, and maintain equine documents and records, in accordance with the NTRC Program Operations Manual.
- Prepare and submit monthly reports on the status of horses, barns, and equine-related activities to the Equine Operations and Property Director.
- Arrange for the purchase of supplies, services, and equipment needed for the barn, and horses, in accordance with the NTRC Financial Policies and Procedures and within the approved NTRC annual budget.
- Procure and maintain tack for all equine programs including selection and fit. Keep an updated inventory of tack.



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- Communicate with the Volunteer Manager on a regular basis about the need for volunteers for barn repairs and maintenance and for the care of the horses.
- Delegate work to volunteers assigned to the barn, communicate expectations to them, provide them with direction, support and guidance, and supervise their completion of assignments, providing training and feedback as appropriate.
- Evaluate financial statements and make budget proposals in relation to the barn and horses.
- Assist in hurricane preparation on NTRC property, especially barn, arena, and paddocks as needed.
- Participate in continuing education activities as assigned by the Executive Director.
- Along with the Equine Operations and Property Director provide or arrange for equine transportation for respite care and retirement.
- Collaborate with the Equine Operations and Property Director to negotiate with buyers, sellers, and donors of horses and related equipment.
- Prepare horses to accept therapeutic riders and exercisers.

Training and Experience Preferred:

- Equine Training and handling expertise
- Equine Management expertise
- PATH Intl. Certified Instructor or be willing to get certified

Requirements:

- Lead weekly meetings with Equine Operations and Property Director
- Participate in NTRC staff meetings
- Participate on NTRC committees, and in continuing education as assigned by Executive Director
- Train as side walker
- Assist in lessons as needed
- Assist in planning and implementation of NTRC fundraising events