



EQUINE COORDINATOR JOB DESCRIPTION

General Position Description

Part-time position responsible to manage and oversee the daily care of all equines and their development, health, and well-being.

The Equine Coordinator will work with volunteers and staff to ensure that systems and supplies are in place to meet the needs of the herd. A flexible work schedule is expected with availability to work early mornings, evenings, and weekends as needed.

The Equine Coordinator will establish goals and objectives, prioritize tasks, and accomplish projects both independently and collaboratively with others, both staff members and volunteers.

Reports to: Executive Director

Essential Duties

1. Oversee the day-to-day care of the equines to include feeding, access to hay and forage, turnout, safety of pastures, herd management, paddock assignments, stall cleaning, and barn maintenance.
2. Ensure that daily medications and supplements are dispersed accurately.
3. Schedule and be present for vet and farrier appointments.
4. Coordinate with Farm Manager and other staff members to ensure that the horses are provided proper care by maintaining a sufficient inventory of hay, grain, supplements, salt and mineral blocks, fly protection, blankets, equine first aid supplies, tack, other equine-related equipment, and shavings.
5. Implement individual equine training plans as assigned in coordination with schooling team members and staff, to include problem solving strategies related to health/lameness concerns, personalities, and behavior of horses.
6. Maintain a safe and organized work environment for staff, horses, volunteers, students, and visitors.
7. Coordinate the barn crew volunteer team(s) to carry out assigned tasks in cooperation with both the Farm Manager and the Program Manager.
8. Maintain appropriate records regarding horse intake, health care, vet and farrier schedules, schooling and training records, horse usage in programming, inventory of supplies, work hours and other administrative detail to maintain compliance with PATH Intl. standards and best industry practices.
9. Assist as needed with the execution of special events, fundraising efforts, parades, trailer visits, volunteer trainings and tours.
10. Establish, execute and update as needed daily and weekly task lists for all equine-related care duties.
11. Participate and lead in equine evaluations for intake, retirement, and eligibility standards.
12. Communicate with equine owners regarding policies on equine-related issues and to provide regular updates.

13. Work collaboratively with the leadership team in carrying out the mission of the organization and representing Renew TRC in the community.
14. Other duties as assigned by the Executive Director to carry out the mission of Renew TRC.

Key Performance Indicators

1. Effectively manage tasks and work collaboratively with others.
2. Generate cost savings through strategic purchasing of supplies, effective inventory management and efficient use of resources.
3. Maintain high quality of all services provided including the well-being of the herd, the cleanliness of the work environment, the safety standards practiced and administrative recordkeeping.
4. Provide creative and strategic input into site, equipment, and herd needs.
5. Be a positive team player who leads teams and inspires others while being committed to the mission, vision and core values of Renew TRC.

Qualifications

1. Understands the nonprofit environment and supports the mission, vision, culture, and core values of the organization.
2. Willing to work a flexible schedule including mornings, afternoons, some evenings, and weekends and on call for emergencies, expected to work approximately 20 hours weekly.
3. Formal education in equine studies preferred; equivalent certification in herd/stable management will be considered.
4. Previous experience in equine or barn management required.
5. Possesses effective equine behavior management skills with a willingness to continue to develop through education and experience.
6. Able to lift 60 pounds and perform physical labor on the farm as required.
7. Experience operating farm vehicles and equipment, including tractors and trailering horses.
8. Effective communicator - possessing both oral and written skills with appropriate computer skills.
9. Effective administrative skills – scheduling, recordkeeping, planning, and problem-solving.
10. Effective people skills – directing, motivating, encouraging, evaluating, and communicating.
11. CTRI PATH Intl. certification is not required but is preferred.