



Barn Assistant Job Description

General Position Description

A full-time, non-exempt position to assist in maintenance of the facility and care of the equines.

Reports to: Farm Manager and Equine Coordinator

Essential Duties

1. Assist in the day-to-day care of the equines to include feeding, providing access to hay and forage, turnout, safety of pastures, herd management, paddock assignments, stall cleaning, waterer cleaning, fly control, and barn maintenance.
2. Assist in the day-to-day maintenance of the facilities and property including but not limited to trimming, trash disposal, maintaining kitchen and first aid supplies, recycling, shoveling, sweeping, fence and property maintenance.
3. Be present for vet and farrier appointments as directed.
4. Assist in implementation of individual equine training and conditioning plans to include both groundwork and riding.
5. Assist in maintaining a safe and organized work environment for staff, horses, volunteers, students, and visitors.
6. Track supply inventory and purchase needed replacement items as directed.
7. Participate in equine evaluations for intake, retirement, and eligibility standards.
8. Assist as needed with the execution of special events, fundraising efforts, parades, trailer visits, volunteer training and tours.
9. Work collaboratively with the leadership team in carrying out the mission of the organization and representing Renew TRC in the community.
10. Other duties as assigned by a supervisor, the Director of Programs or the Executive Director.

Key Performance Indicators

1. Effectively manage tasks and work collaboratively with others.
2. Generate cost savings ideas, through effective inventory management and efficient use of resources.
3. Maintain high quality 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 is committed to the mission, vision and core values of Renew TRC.

Qualifications

1. Able and willing to work a flexible schedule including mornings, afternoons, some evenings, and weekends and as well as being on call for emergencies.
2. Has effective communication skills, possessing both oral and written skills with appropriate computer skills is required.
3. Possesses effective equine behavior management skills with a willingness to continue to develop through education and experience.
4. Able to lift 50 pounds and perform physical labor on the farm as required.
5. Certification or experience in herd and stable management or PATH Intl. CTRI or other professional certification preferred.
6. Experience operating farm vehicles and equipment to include driving tractors and the skid steer is preferred.
7. Experience in trailering horses is preferred.