



Barn Coordinator (Part-time)

Special Methods in Learning Equine Skills, Inc. (SMILES), Darien, WI

POSITION SUMMARY

The Barn Coordinator is responsible for the daily care of the SMILES herd of 22+ therapy horses as well as the daily care and cleaning of the facility. The Barn Coordinator will embrace the culture of the SMILES organization, value the rich history and work closely with volunteers and other staff. This position reports to the Program Coordinator.

SMILES MISSION

SMILES transcends traditional therapeutic methods by offering individuals with special needs the joy of participating in an equine assisted program which provides social, emotional, physical and personal rewards.

RESPONSIBILITIES:

- 1) Horse Care
 - Set-up stalls with grain, medications, hay and water
 - Make note and report any lameness, injuries or missing shoes
 - Treat equine wounds/lameness as instructed by Program Coordinator
 - Bring horses into the barn and turn horses out as needed
 - Horse conditioning; as assigned by Program Coordinator
 - Assist during farrier, vet and chiropractor visits

 - 2) Cleaning and Facility Maintenance
 - Clean stalls and dry lots
 - Remove snow from Fire Exits in Winter
 - Sweep aisles and mounting areas
 - Drag and water arenas
 - Disinfect and clean water buckets and feed bins
 - Clean and organize tack room
 - Clean tack and complete inspection checklist
 - Remove cobwebs and dust
 - Organize class props and other areas as needed
 - Operate skid-steer and other small farm equipment as needed

 - 3) Volunteer Management
 - Communicate and interact effectively with volunteers.
 - Participate in the celebration of National Volunteer Week.
 - File Occurrence Reports for any accidents or incidents occurring during the work shifts
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QUALIFICATIONS:

- Basic equine handling knowledge and skills.
- Excellent interpersonal communication skills
- Demonstrated history of dependability and responsibility
- Ability to be flexible and adaptable
- Ability to collaborate with and work within a team environment
- A valid driver's license



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PREFERRED EXPERIENCE:

- Demonstrated ability in basic riding skills in English and/or western
- Familiarity and experience with individuals with special needs
- Demonstrated ability to interface and engage with diverse volunteers, clients and caregivers

EDUCATION:

- High school diploma

WORK ENVIRONMENT:

- Ability to work in extreme cold/hot/humid weather conditions
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions needed.

PHYSICAL DEMANDS:

- Ability to lift up to 50 pounds
- Must be able to stand/walk on rough terrain and cement for long periods of time

Other Duties as Assigned

Please note this job description is not a complete list of all activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Contingencies

A background check and drug test will be administered prior to offering the position to the candidate.

Compensation

The part-time Barn Coordinator position pays \$10 to \$12 per hour (20-30 hours per week).

Please submit resume and cover letter outlining your skills, interests and desire in applying for this position to the confidential email: smiles@smilestherapeuticriding.org