



JOB DESCRIPTION

Job Title: Equine Director

Supervisor: Executive Managing Director

Expectations: Part Time (starting annual salary \$24,000 - 28,000)

Job Purpose:

The Equine Director is tasked with taking care of the Wings of Hope Ranch Herd. This position requires coordination of all vet and farrier appointments and performing any medical recommendations beyond volunteers' capacity. Collaboration with staff and volunteers is integral. The Equine Director must be able to address questions and concerns regarding horse health or behavior with professionalism and clarity.

The Equine Director follows and supports the Wings of Hope Ranch Horse Policies that govern the care and training of the horses.

The Equine Director position is ministerial in nature and is an integral part of our leadership team. It is critical for any Wings of Hope Ranch staff member to agree with, sign and demonstrate our core values and Biblical principles which are outlined in our organizational Statement of Faith.

Mission Statement:

To minister to children facing challenges through relationships with rescue horses.

Responsibilities:

Manage Equine Care:

- Monitor the health, soundness, temperament, and weight of each horse
- Implement individualized care such as: feed, turnout, and use/exercise schedules for each horse
- Ensure adequate vet care: wellness exams, vaccines, wound care, etc.
- Ensure adequate farrier care
- Routine deworming (following veterinary recommendation)

- Coordinate and manage the covered and outdoor arenas in conjunction with Facilities Director
- Assemble and manage a team of Barn Volunteers to represent Wings of Hope Ranch at vet and farrier appointments
- Manage the Horse Management Team (a three-person volunteer team created to assist the Equine Director)
- Responsible for maintaining all horse-related supplies and medications
- Responsible for maintaining and updating all horse health records
- Be on call for emergencies and assign key volunteer(s) to be on call in your absence
- Provide descriptions & updates of equine capabilities and limitations to staff
- Attend at least one Program Session weekly per season to maintain a working knowledge of the role of the equine.
- Participate in a barn chore shift twice a month (preferably an AM & PM shift)
- Create (in conjunction with the appropriate staff) all equine-related volunteer training materials for sessions and ensure they are up to date and accurate (i.e., Horse 101- basic horsemanship). All policies must be approved by the board.
- Coordinate training with the Program and Volunteer and Training Directors for Gatekeepers and session volunteers as needed including: horse handling, grooming, tacking, leading, etc.
- Train horses to prepare them for safe use by children in mounted and unmounted scenarios
- Address any negative equine training or behavioral issues that may arise and advise volunteers on how they should address the issues
- Be available to answer questions or concerns during barn chore hours
- Any other duties related to equine management as requested by the Executive Managing Director
- Provide a written staff report as requested by the Executive Managing Director
- Attend monthly Board of Directors Meetings or submit a written report in lieu of attending.
- Participate in the routine performance review process conducted by the Executive Managing Director
- Participate in staff meetings scheduled and conducted by the Executive Managing Director
- Comply with all relevant Wings of Hope policies and procedures

Qualifications:

- High school diploma or GED
- The ability to pass a criminal background check

- Sign and agree with the Wings of Hope Ranch Statement of Faith
- Shall demonstrate high character and integrity, be capable of effective and respectful interaction across diverse theological and interpersonal perspectives, be able to exhibit humility and competence concurrently, and be a proven leader
- Shall profess a personal relationship with Christ and a faith that is evident in congregational involvement, and workplace behavior and attitude
- Ability to promote and support the work within the core values of Wings of Hope Ranch
- Professional, proactive, and collaborative work ethic
- Reside within a 30-45 minute drive of Wings of Hope Ranch
- Available to horses and volunteers as needs arise
- Proficient with computers, including Microsoft Office and willing to learn ranch software such as Volunteer Matters
- Strong verbal and written communication and record-keeping skills
- Self-starter and team implementer
- Ability to manage volunteers, ensuring appropriate delegation, and completion of tasks
- Ability to work compassionately, cooperatively, and tactfully with staff/partners
- Ability to communicate effectively with individuals, with small groups, and to larger audiences via in person, virtually, and social media
- Ten years horse experience preferred
- Prior experience in barn/stable management strongly preferred
- Experience in equine medical care, management, and training preferred
- Prior teaching/leadership experience preferred

This position is under a 90-day trial period where either party may terminate employment for any reason

NOTE: The Equine Director is paid the set amount outlined in this document to complete the duties described herein. Any duties performed over and above these paid duties are not required by Wings of Hope Ranch and are done as a volunteer. For example, if the Equine Director would like to volunteer in a session, help at an event, or similar activities usually covered by volunteers, these activities are by choice and not paid.

Approved by Board of Directors: 09/16/2024