

Position: Barn Manager

Job Description 2021

Classifications: Seasonal Staff



Our Mission Statement:

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.

Qualifications:

- At least 21 yrs of age
- Actively practices Christian Science
- Thorough knowledge of horsemanship and ability to instruct.
- Emotional maturity and stability; good moral character and integrity
- Enjoyment of outdoor living
- Love for children
- Must be a member of The Mother Church
- At least one year experience in a camp riding program as a staff member.
- Possess competence in:
 - Understanding the limitations of campers of varying ages and abilities with regard to all horseback riding activity; recognition of readiness to participate in planned activity.
 - Skills specific to all horseback riding activities.
 - Assisting individuals in learning all horseback riding activities.
 - Familiarity with natural environment hazards.
 - Use and care of specialized equipment.
- Current Red Cross (or equivalent) CPR and First Aid certifications
- Hold CHA certification
- Hold certification from an organization or riding school with instructor training, or present documented endorsements of previous successful experience in formal horseback riding instruction.

Knowledge:

- Childcare
- How to work with others from a variety of backgrounds
- Supervision
- Crystal Lake Camps' standards and procedures (provided in staff manual)
 - Including how to conduct classes and engage with campers

- ACA and camp standards and procedures (provided in staff manual)
 - Including standards for horseback riding and horse care
- Have a comprehensive understanding of giving Christian Science treatment to horses
- Needs to have past experience working with horses
- Has basic riding knowledge to teach campers the foundation of horseback riding.
- Have a general understanding of basic horse first aid and care
- Understand the basics of saddle fit and the correct use of riding equipment: saddle pads, girths, bridles, bits, etc.
- Understands horse fitness and can gauge the right workload for the individual horse.
- How to assign campers to horses for a successful learning experience
- All ACA and CHA standards relating to horseback riding activity
- How to conduct classes and engage with camp as expressed in CLC's summer staff manual

Elemental Skills:

- Clear and effective communication
- Collaboration
- Inclusivity
- Perception
- Adaptability
- Responsible decision-making
- Engagement
- Childlikeness
- Holistic and spiritual work ethic
- Time management
- Leadership
- Program building and designing
- Supportive
- Effective feedback
- Creative problem solving

Abilities:

- Can keep an organized, orderly barn
- Stay on top of class schedules and daily plans
 - Can work with stables staff on chores schedule
- Sustain the horse's feeding and turnout routine
- Manage equipment
- Properly clean and put together tack, equipment, and work other necessary barn tools
- Manage the orders of appropriate amounts of feed, shavings, and hay for the horses

- Can wake up early to clean the barn and muck the paddocks to prepare for the day of classes
- Can maintain a healthy living situation for the horses: clean stalls, clean water buckets, clean feed buckets, etc.
- Can evaluate campers' riding abilities
- Through the evaluation of the campers' riding abilities and knowledge of each individual horse's capabilities, can pair campers to horses for the duration of a session
- Demonstrates horsemanship knowledge with program design and class planning
- Work patiently with young campers, some who may not speak English, to show them how to safely work with these big creatures.
- Can lead a group of 2-6 campers on a trail ride and teach appropriate safety protocol while in the ring and out on a trail.
- Has the ability to develop creative class plans to teach the kids the ropes of riding as well as enabling them to have fun and try new things.
- Prayerfully support all barn activity each day
- Ability to set a high standard for stables staff

Qualities:

- Nurturing
- Patient
- Organized
- Clean
- Responsible
- Reliable
- Caring
- Joyful
- Approachable
- Humble
- Punctual
- Supportive
- Aware

Responsibilities:

Program related:

- Develop and operate a well-planned program of instruction.
- Test and evaluate riding abilities of each camper enrolled for riding.
- Supervise riding instructors and stable crew.
- Assist with maintenance and inventory of all riding equipment.
- Evaluate performance of all riding instructors and stable crew.
- Order feed, hay, and sawdust as necessary
- Provide specific opportunities for all campers in the riding program to increase their appreciation and understanding of the natural environment.

- Make sure that riding instruction challenges each age level and skill level of campers.
- Make sure that the riding area, including trails as well as instruction ring, is kept free of distracting sights and sounds.
- Make sure that stable, corrals, paddocks, and instructional rings are:
 - free from accumulation of manure
 - cleaned daily
- Make sure that physical well-being of the horses is maintained by ensuring that:
 - prayerful time is given for each horse daily
 - feet are not cracked or chipped excessively
 - open cuts or sores are cared for
 - horses with sores on back or stomach are not used
 - fly spray is used as needed
 - all horses are groomed daily
- Schedules farrier or veterinarian visits as necessary.
- Make sure that horses are protected from the elements when in heavy storms, excessive sun, etc...
- Make sure that maximum workday for a horse is no longer than six hours in the instruction ring or eight hours on the trail.
- Maintain and follow a written feeding schedule that indicates approximate amounts of feeding (grain and hay) and watering.
- Have available and follow operating procedures and regulations as recommended by Camp Horsemanship Association (CHA).
- Make sure that all riding equipment is:
 - appropriate to age, size, and ability of the user
 - maintained and in good repair
 - stored in such a manner as to safeguard the effectiveness of the equipment
 - given a safety check immediately prior to use
 - is in conformity with legal regulations
- Make sure that specific safety procedures have been carried out including:
 - written safety regulations are made known to campers
 - a ratio of adult leadership to participating campers is in proper relation to the regulations recommended by CHA.
 - first aid supplies and equipment are prepared to meet the potential emergencies related to the horseback riding activity.
- Make sure all necessary paperwork is completed:
 - requests for equipment
 - daily reports on condition of the stables, for the Director
 - accident reports
 - class scheduling done in cooperation with Waterfront Director
 - inventory of barn supplies at beginning and end of summer
- Lead the daily barn chores including coordinating stables staff to assist with cleaning the ring, feeding, watering, etc...
- Do metaphysical work for self, stables staff, and horses each day.
- Help plan and lead overnight camping trip for Hands on Horsemanship.
- Create and present camper awards for activities.
- Take initiative in developing program activities.

Camp Related:

- Advise, remind, and give reasons to campers regarding safety requirements, concerns for other people's rights, and personal health.
- Help campers to develop an understanding of and appreciation for the natural environment.
- Be familiar with and conduct all program activities in accordance with the standards of the American Camping Association as outlined in the staff manual.
- Assist with and participate in camp-wide activities when possible.
- Be a role model
- Do your best
- Teach amazing classes
- Carry out the camp purpose in the course of working with campers.
- Participate in the head staff and staff week training programs.
- Teach a Sunday School class.
- Lead a MAP
- Give love and care to all campers at all times
- All other duties as assigned