Position: Stables Manager

Job Description

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 gage 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