

# 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 21yrs of age
- Actively practices Christian Science, preferably Class Taught Student of CS
- 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)
- ACA and camp standards and procedures (provided in staff manual)
- 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
- 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:**

- Keeping an organized, orderly barn
- Sustaining the horse's feeding and turnout routine
- Properly cleaning and putting together tack, equipment, and work other necessary barn tools
- Managing the orders of appropriate amounts of feed, shavings, and hay for the horses
- Waking up early to clean the barn and muck the paddocks to prepare for the day
- Maintaining a healthy living situation for the horses: clean stalls, clean water buckets, clean feed buckets, etc.
- Evaluating campers' riding abilities and can pair campers to horses for the duration of a session
- Demonstrating horsemanship knowledge with program design planning
- Working patiently with young campers, some who may not speak English, to show them how to safely work with horses
- Leading a group of 2-6 campers on a trail ride and teach appropriate safety protocol while in the ring and out on a trail.
- Developing creative activity plans to teach the kids the ropes of riding as well as enabling them to have fun and try new things.
- Prayerfully supporting all barn activity each day
- Setting a high standard for stables staff

### **Responsibilities:**

- 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
- 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
  - activity scheduling done in cooperation with Waterfront Manager
  - 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.
- 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
- Carry out the camp purpose, mission, vision, and values while with campers.
- Participate in the head staff and staff 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