



POSITION DESCRIPTION

Title: Barn Manager

Classification: Exempt

Work Schedule: Full-time 40 hours per week to be scheduled Sunday-Saturday between 7:00am-8:00pm

Report to: Riding Center Program Director

Work Site: The Bridge Center, Bridgewater, Massachusetts

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PRIMARY FUNCTIONS

Under the supervision of the Riding Center Program Director, the Barn Manager oversees the medical treatment, nutritional needs, and general care of The Bridge Center herd and barn animals. Additionally, the barn manager oversees the safety and cleanliness of the barn facilities and the budget associated with the herd and barn facility care. The Barn Manager also facilitates and provides general management support to the Riding Center Director as needed.

BARN MANAGEMENT RESPONSIBILITIES:

- Ensure health and welfare of entire TBC herd in coordination with veterinarians, farriers, massage therapists, and nutritionists, under the direct guidance and supervision of the Riding Center Program Director.
- Assure all animal care and stable maintenance is in accordance with MA State Laws and PATH Intl. Standards
- Responsible for all aspects of daily care (feeding, turn out, medicating, grooming, and training).
- Ensure all barn facilities are properly maintained; ensuring cleanliness of barn facilities and animal stalls
- Coordinate all deliveries of feed, supplements, and hay throughout the year
- Responsible for completing all Riding Center laundry; sending out blankets to be professionally cleaned/waterproofed as needed.
- Send out a weekly email with any and all herd or riding center updates to all riding center staff
- Recruit, hire, and manage part-time barn staff under the direction of the Riding Center Program Director.
- Conducts or coordinates night checks and off-hours care of the herd for The Riding Center as needed.
- Supervises in coordination with the Volunteer Coordinator volunteers or volunteer groups assisting in barn chores or maintenance.
- Restock cleaning supplies; toilet paper, soap, paper towels, etc.
- Manage manure waste, and coordinate dumpster.
- Coordinate and maintain proper pest and insect control.
- Assure proper maintenance and annual service of Tractor.

ANIMAL CARE RESPONSIBILITIES:

- Maintain dietary and conditioning programs for program horses.
- Administer medications, treat injuries and illness in accordance with veterinary advice



- Observes animals for signs of illness, injury, or unusual behavior; notify veterinarians and Riding Center Director as warranted.
- Coordinates the training and exercising of the herd and reviews with the Riding Center Program Director.
- Manages all new animals to the property and oversees 2 week quarantine
- Stays alert to incoming weather conditions and notify the Riding Center Program Director when making decisions regarding weather related care:
- Work one Sunday a month to supervise Equine Massage Therapy Appointments
- Trains volunteers in animal care procedures, maintenance duties, and safety precautions.
- Other duties as assigned by the Therapeutic Riding Center Program Director and the Executive Director.

PROGRAM RESPONSIBILITIES:

- Assist as with therapeutic riding lessons as needed.
- Assure proper saddle, tack, and bit fit properly for all therapy horses
- Prepares reports concerning herd activities, horse usage, and facilities requirements.
- Plans, budgets and arranges for the purchase of animals, feed, or supplies with riding director.
- Coordinates the purchasing of Program related supplies or equipment as needed or directed by the Riding Center Program Director
- Assist and cover Vacation and Summer Horse Camps as directed by Riding Center Program Director

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

5+ years of experience caring for horses and barn animals in a supervisory position

1+ year experience in building maintenance or a building trade a plus

Vet Tech or working student background preferred

High School Diploma/GED

Massachusetts Instructors License

PATH Certification/Willingness to obtain

Special Requirements

Possession of a motor vehicle operator's license

Successfully complete pre-employment background checks (CORI/SORI, NSOPW)

Certification in CPR and First Aid

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of the principles and practices of therapeutic riding, hippo therapy and other equine based programs. Good working knowledge of developmental and physical disabilities in youth and adults. Willingness to continue education through TBC training opportunities.

Ability. Ability to deal effectively and diplomatically with other employees and the general public. Ability to communicate clearly and concisely, both orally and in writing, with people of all ages and abilities. Ability to develop and adapt innovative cost-effective programs to meet community needs. Ability to instruct others. Ability to use a computer including spreadsheet and word processing applications. Exceptional ability and aptitude to collaborate to achieve The Bridge Center mission, enact and uphold TBC values and the ability to adhere to TBC Employee Policies & Procedures. Ability to maintain a positive attitude and mature personality conducive to working effectively as a team player with diverse staff, volunteers, parents/guardians and other stakeholders. Ability to conduct hands-on tasks such as feeding, mucking out stalls, turning horses out to paddocks, wrapping legs, and assisting with veterinary treatments. Ability to perform responsibilities and adapt to changes in a highly interactive, dynamic environment. Ability to use computer to support workplace communications and accomplish work tasks.



Skill. Excellent planning and organizational skills. Excellent customer service skills. Skill in coordinating various programs and projects simultaneously.

Physical Requirements

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures. Must be physically able to operate a variety of machinery and equipment such as tractors, snow blowers, power tools, and hand tools. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly, to move objects. Must be able to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures. Physical requirements are for Heavy Duty work.

Compensation

Starting salary \$30,000-\$34,000 based on qualifications. Professional development opportunities are available contingent upon funding and approval. This position is classified as exempt and as such is not eligible for the overtime provisions of the Fair Labor Standards Act. Benefit package includes health, dental, vision insurance and vacation/sick time.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Please send cover letter and resume to:

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