



JOB TITLE: EQUINE CARE COORDINATOR

Full time, Non-exempt

REPORTS TO: EQUINE CENTER DIRECTOR

POSITION SUMMARY

The Equine Care Coordinator is responsible for coordinating all barn and equine care efforts and overall recruitment, training and management of equine care staff and volunteers. This individual will be responsible for all aspects of care for horses, as well as overall management of the facilities. This individual will maintain a commitment to the philosophies and policies of NCAL in the performance of their duties, respect the dignity and basic rights of each animal, and support the mission of NCAL.

JOB RESPONSIBILITIES

- Responsible for all aspects of care for horses, including daily turn out/turn in; feed, water, hay; stall and barn cleaning; grooming; blanketing; arena maintenance; keeping paddocks clean, medical and rehabilitative care as needed;
- Supervises and trains equine care staff and volunteers and creates and oversees weekly chore checklist for feeding and cleaning;
- Communicates with equine care staff and volunteers through regular meetings and trainings;
- Manages inventory on feed and farm supplies and coordinates ordering within budget provided;
- Maintains relationships and communications with boarding customers and maximizes stall occupancy;
- Performs basic equine medical care as needed such as bandaging, wrapping, medication administration (oral, topical and IM injections);

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- Schedules vet and farrier appointments for NCAL lesson horses and is available for holding NCAL lesson horses for appointments;
- Performs routine maintenance and ongoing facilities/property management of the barn, arenas and paddocks, including simple farm maintenance such as fence repair, tractor work when needed;
- Oversees safety of horses and humans and addresses immediate facility needs and communicates needs with Equine Center Director;
- Assists with the management and development of Standard Operating Procedures and safety protocols related to Equine Center & facilities;
- Attend monthly all staff meetings and report out on barn operations, stay informed about shelter topics which barn staff may need to be aware of or are able to assist with.

KNOWLEDGE, SKILLS & ABILITIES

- A minimum of 8 years of equine experience and handling
- A minimum of 4 years experience in barn/equine facility management
- Able to work flexible hours, which may include evenings, weekends and holidays
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds
- Valid Driver's License
- First-Aid Certified
- Experience administering equine First-Aid
- Sole Charge
- Self-starter, initiating activities within the framework provided/developed with minimal supervision
- Ability and desire to work in a fast paced, changing environment

North Country Animal League is an Equal Opportunity Employer, with a commitment to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, or domestic partner status.