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4500 Adam's Way • Randleman, NC 27317

Job Title: Barn Program Assistant

Job Type: Full-Time

Direct Report: Barn Director

FLSA Status: Non-Exempt

Summary

The mission of Victory Junction is to enrich the lives of children with chronic medical conditions or serious illnesses by providing life-changing camping experiences that are exciting, fun and empowering, in a safe and medically sound environment.

The (Equestrian Associate) position will assist with various duties as they relate to the management of the barn facility, animals and riding programs at Victory Junction. The Equestrian Associate position will work to help ensure that all facility standards, compliance and programming in the barn are upheld to the highest level.

Essential Duties & Responsibilities

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Assist with the overall upkeep of the barn (cleaning, pressure washing, stalls, etc.)
- Assist the Barn Director with the therapeutic riding program: recruitment, volunteers, leading horses, and any other tasks/duties assigned
- Assist the Barn Director with continued plans of care of the program animals after any injury or illness.
- Actively participate with the Program Team's development, coordination and facilitation of volunteer and staff orientation
- Ensure all safety protocols in the barn are in place and enforced at all times
- Support the family weekend, special events and summer programs
- Communicate with the entire program department any specific needs or changes as they relate to the barn program
- Assist Program Team in the coordination and facilitation of summer camp orientation
- Ensure an atmosphere for developing good morale, well-being and teamwork among the camp family is attained
- Adhere to and implement the policies and procedures of Victory Junction

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

Education & Experience

- Minimum of an Associate's degree preferred
- Degree in equine business management or animal science preferred
- Excellent communication and interpersonal skills
- Must have strong public relations skills
- Must be multi-task oriented
- Must be a team player
- Must be able to read and write English
- 2 or more years of equine experience
- Must know equine first aid and common signs of illness and lameness
- Must be able to clean stalls, groom and tack up a horse independently, both English and western
- Must have riding experience
- Preferred candidate has basic beginner riding lesson instructor experience
- Must be comfortable leading horses to and from pastures and in a lesson for minimum of 30 minutes
- Must have a valid driver's License

Language Ability

- Ability to effectively communicate at all levels of company
- Ability to communicate using written reports and business correspondence
- Ability to speak effectively before groups of clients or employees of organization

Math Ability

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving complex situations, including first aid and crisis intervention

Computer Skills

- Knowledge of Microsoft Word and Microsoft Outlook

Attention to Detail

- Ability to pay close attention to detail for accuracy and thoroughness in completing work

Organizing, Planning, and Prioritizing Work

- Ability to develop specific goals and plans to prioritize, organize and accomplish work
- Ability to work independently

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly lift and/or move 50 pounds
- Regularly required to use hands, talk or hear
- Regularly required to stand, walk, sit, and reach with hands and arms
- Must be able to be on your feet for 3+ hours at time

Please submit cover letter and resume to work@victoryjunction.org.