



Barn Staff Job Description

JOB SUMMARY:

Responsible for the day-to-day management of the equestrian programs.

REPORTS TO:

Equestrian Coordinator

QUALIFICATIONS:

1. Must be at least 21 years old.
2. Must have a valid driver's license.
3. Strong leadership skills and decision-making abilities.
4. Ability to work with children in an enthusiastic and positive manner.
5. CHA Level 2 Instructor certification preferred.
6. Must be able to attend pre-camp trainings.
7. Interest and experience with equestrian activities including:
 - English Horseback Riding
 - English Horseback Riding Instruction
 - Horse Science/Care
 - Barn Management

ESSENTIAL FUNCTIONS:

1. Assist the Equestrian Coordinator in overseeing department programming:
 - Uphold program quality expectations in all activities
 - Review and approve counselor craft plans
 - Ensure all relevant safety regulations and ACA standards are followed
 - Assist in planning and execution of Equestrian Outpost Trip
2. Assist the Equestrian Coordinator in supervising department staff:
 - Provide activity-specific trainings & in-service workshops
 - Evaluate performance of department staff at regular intervals
 - Communicate any staff or parent concerns to the Administrative Team
 - Mediate and solve problems that may arise between staff
3. Maintain department equipment, supplies, and facilities:
 - Purchase needed supplies
 - Maintain, inventory, and ensure wise use of all equipment
 - Oversee cleanliness and organization of all activity spaces
 - Open and close activity areas at the beginning/end of the summer season
4. Assist the Equestrian Coordinator in ensuring the health and safety of all persons and horses at the barn:
 - Work with the horses to determine skill of rider they will take, evaluate campers' riding skill. Match the campers and horses in skill, dividing the riders into compatible groups.
 - Evaluate horses' health on a daily and coordinate feeding/watering/medication/mucking schedule with available/trained staff
 - Coordinate necessary transportation of campers to and from the barn
 - Strictly enforce proper staff ratios at the barn and during riding lessons
5. Teach or assist with at least two department crafts per week.
6. Serve as a resource for behavior management techniques, program skills, traditions, and support to all counselors.
7. Perform other duties as assigned by the Administrative Team.

APPLICATION PROCESS:

Submit cover letter and resume to hantesa@campfireiowa.org with 'Barn Staff Application' in the subject line or apply online at www.campfireiowa.org.