

JOB RESPONSIBILITIES

STABLE MANAGER



RESPONSIBLE TO: Program Team Leader

RESPONSIBILITY: To achieve camp goals with major responsibilities to care for the needs of all horses housed at camp, maintain a safe and clean stable. Collaborate with the Horsemanship Specialist daily and as needs arise. Assist in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 18 years or older
- Must have experience working with horses
- Must have experience caring for horses including knowledge of horse health, (horse) first aid, and feeding guidelines.
- Must have certification in Responding to Emergencies or equivalent first aid course
- Must have emotional and spiritual maturity
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

ESSENTIAL FUNCTIONS:

1. Manage the physical facilities and equipment in the horsemanship program area, under the supervision of the horsemanship specialist.
 - a. Assist in setting up horseback riding area prior to and during staff training.
 - b. Teach and monitor proper use of equipment.
 - c. Manage daily care of the camp's horses.
 - d. Assist with initial and end-of-season inventory.
 - e. Check equipment and make (or file for) repairs.
 - f. Review horses for health needs, behavior issues, and tack needs.
 - g. Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - h. Communicate needs for equipment and supplies to horsemanship specialist in a timely manner.
 - i. Assist in packing all materials and supplies at the end of the season.
2. Teach and assist activities, as assigned.
3. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and staff by placing a priority on the health of your spiritual walk.
 - c. Make every effort to be a constructive staff member, contributing in every way possible to the health, harmony, and happiness of the Cedarbrook family group and to the accomplishment of the mission, goals, and objectives of Camp Cedarbrook in the Adirondacks

PHYSICAL ASPECTS OF THE JOB:

- Physical mobility and endurance to instruct while standing for long periods of time and to handle horses and horsemanship equipment.
- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

OTHER JOB RESPONSIBILITIES:

- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your supervisor
- Participate in staff meetings
- Assist in other camp duties as needed