

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

SOCIAL SECURITY NUMBER

Mr.
Mrs.
Ms.

POSITION: Equine Coordinator

PAY RATE:

WORK IS:

DATE OF HIRE _____

_____ Full-time
 Part-time
_____ Hourly

DAYS & HOURS OF WORK

LENGTH OF LUNCH PERIOD _____

CLASSIFICATION: _____ Exempt Non-exempt

BASIC FUNCTION:

To be responsible for the acquisition, care, training and use of all horses involved in Saddle Pals activities.

SUPERVISOR: Program Director(s)

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 functions.

Education and/or Experience

A.S. in Animal Science/Equine Management or equivalent in experience.

Experience with and demonstrated ability in riding, training, and caring for horses in a healthy, consistent, humane and safe manner.

Knowledge of and interest in the principles of therapeutic riding and the appropriate use of horses in a therapeutic setting.

Interest in continuing education in the fields of equine studies, therapeutic riding, and related fields.

Knowledge and understanding of applicable NARHA standards for equine management.

Knowledge of first aid for horses.

Certification

- CPR and First Aid certification
- Fingerprint clearance
- NARHA Member

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Able and willing to observe and demonstrate appropriate safety rules, and willing to follow Saddle Pals horse handling procedures at all times.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

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 several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of basic word processing, spreadsheet (including tables and graphs) and database software.

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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle, finger, or feel. Regularly required to talk and loudly project his/her voice. Regularly required to hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Physically capable of conducting hands-on training and work with horses and of meeting the strenuous physical demands necessary to perform all horse training and care activities.

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.

While performing the duties of this Job, the employee is regularly exposed to horses of various temperments and levels of training. . The employee is regularly exposed to various degrees of movement while riding the horses. The employee is regularly exposed to outside weather conditions; extreme cold; extreme heatThe employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The employee may be exposed to unanticipated behavioral responses from the rider.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Serve as the primary contact for the owners of leased, borrowed, and potential horses, and keep said owners informed of their horses' status in a timely manner.

Responsible for maintaining and implementing regular exercise, training and turn-out schedules of all program horses.

Conduct and document regular health checks of all program horses.

Schedule and work with the veterinarian(s) and farrier(s) in regard to the health and maintenance of the horses as needed.

Serve as primary contact for equine emergencies.

Ensure availability of qualified staff/volunteers to ensure 24-hour emergency coverage when not personally available, and post notification of coverage appropriately.

Maintain current records and all required paperwork on program horses using forms provided.

Maintain current feed and pasture schedules.

Oversee the feeder(s), cleaner(s), Program Prep Person, and Equine Crew volunteers, providing training and assistance as needed, and is responsible for job completion when said staff is not available.

Ensure that Saddle Pals is in compliance with all applicable NARHA standards.

Recruit, train, assign tasks to, and oversee Equine Crew.

Keep program staff regularly informed regarding status of program horses, i.e. health, soundness, behavior, etc.

Determine and document the appropriate fit and use of tack and equipment to program horses, and maintain tack charts.

Schedule and conduct formal training sessions for Equine Crew or horse-knowledgeable program volunteers as needed.

Attend all scheduled staff meetings and provide update report of horse issues.

Work with the Program Director(s) to ensure the appropriate use, care, and training of the horses during the riding sessions.

Work with the Program Director(s) to determine tack and riding equipment needs.

Work with the Program Director(s) to determine the need for additional horses, including the size, use, and conformational qualities needed.

Work with the Program Director(s), veterinarian(s), and farrier(s) regarding appropriateness of use of horses with health or soundness issues in program.

Assist Program Director(s), and Volunteer Coordinator as needed during program hours in training volunteers who work with horses.

Work with Program Director(s) to determine feed, supplement, special equipment, or supply needs.

Responsible for maintaining stock of feed, supplements, and equine supplies, including equine first aid supplies.

Work with Volunteer Coordinator to recruit appropriate volunteers to serve on the Equine Crew, to schedule special training sessions, and to ensure that all administrative requirements are met.

Work with the Facility Coordinator to ensure that the facility is maintained in a manner such that the health and safety of the horses is not at risk.

Maintain Equine Coordinator voicemail box with current outgoing message, and respond to incoming messages in a timely manner.

Keep UCP office informed of current horse/owner status for insurance purposes.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer*Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments. Customers include, but are not limited to: riders, volunteers, parents, vendors, horse owners

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings, Is able to alter teaching strategies to meet the demands of various riders.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: With approval of supervisor (s)

For personnel changes: None

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition, physical handicap, or veteran status.