



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Equestrian Program Coordinator

Department: Camp Program

Reports to: Camp Director

Status: Hourly, Non-Exempt

Location: Lake Hughes

Date updated: 2/8/2022

Summary: To oversee the Equestrian program at The Painted Turtle, including but not limited to: program design and implementation, camper and staff safety during equestrian programs, barn management, horse recruitment, horse care, supervision of equestrian wranglers, and maintaining the program budget.

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

Programming

- Required to be at the barn whenever programs are in session, for both summer and weekend programs.
- Run year-round equine programs for family weekends and the summer program.
- Independently design and implement a comprehensive equine experience for campers that is safe, educational, creative, and meets the goals and objective set forth by The Painted Turtle.
- Assure that all program supplies are safely stored, inventoried, and maintained.
- Oversee evaluation of horses and classification of riders for pony riding activities.

Horse Care

- To set up and coordinate veterinarian, farrier and dental care services and maintain services throughout the year.
- Handle all ordering of hay, feed, tack, supplies for the equine program.
- Oversee recruitment, treatment, and care of all horses including medical care and feedings.
- To be responsible for coordinating any travel for the horses (this includes evacuation).

Staff Supervision

- Supervise Barn Coordinator and wranglers within program.
- Oversee recruitment/hiring of summer barn staff and researching recruitment opportunities.
- Recruit and train weekend instructors, summer staff members, and volunteers.

General

- Create & maintain equine program manual with procedures and other pertinent information for staff & volunteers.
- Oversee and perform the necessary safety protocol to ensure the highest level of safety while participating in an activity.
- Compose, post, and enforce any rules that pertain to procedure and behavior while participating in barn related activities.
- Attend and give updates at weekly staff meeting.
- Adhere to and enforce all American Camping Association Accreditation standards and SeriousFun Children's Network Criteria as they relate to the Equine program.
- To document any and all risk management as it pertains to the equestrian program
- To oversee the equine budget.
- To assist in the development and execution of fund-raising program to meet program costs.
- To be responsible for knowing and adhering to the policies and procedures set forth in The Painted Turtle camp manual.
- To perform any duties deemed necessary by the Camp Director or Director of Camp Programs and Initiatives.

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; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal** - 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; Demonstrates group presentation skills; Participates in meetings.
- **Team Work** - 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; Recognizes accomplishments of other team members.
- **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.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives

appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.

- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **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; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **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.
- **Judgment** - 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.
- **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.

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.

REQUIRED EXPERIENCE:

Employee must be on campgrounds whenever programs are in session throughout the summer and family weekend seasons.

- **Education/Experience:** Bachelor's degree (B. A.) from four-year college or university in a related field; or one to two years related experience and/or training; or equivalent combination of education and experience.
- **Equestrian Experience:** PATH or CHA certification preferred. Visual and auditory ability to identify and respond to environmental and other health hazards related to the barn. Knowledge of horses and ability to maintain a process for selecting horses appropriate for camper use in the equestrian program. Barn management experience with eight or more horses.

- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra.
- **Reasoning Skills:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **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 outdoor weather conditions. 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. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to sit. The employee must lift up to 50 pounds.

Salary commensurate with experience

OUR CORE VALUES: Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

To apply: Please submit a resume and cover letter to Christine Cook, HR Manager at christinec@thepaintedturtle.org

Please visit The Painted Turtle's website at www.thepaintedturtle.org.