



**JOB TITLE:** Barn Manager Weekday / Barn Manager Weekend

**REPORTS TO:** President & CEO

**POSITION DESCRIPTION:**

Barn Managers provide the proper care for animals, supervises barn assistants and assigned volunteers, and helps to maintain buildings and grounds in collaboration with the Facility Department. Our Barn Managers must have strong communication skills, and must be totally willing to do what is right for the animals. Barn Managers will oversee day-to-day farm operations under the direction of the President & CEO. This includes providing leadership for assigned barn assistants and volunteers including their supervision, safety, training and guidance. They will properly coordinate with service providers, visitors, program participants and volunteers.

**ESSENTIAL JOB FUNCTIONS:**

- Animal care (ie) feeding, medical care, turnout, seasonal care.
- Maintain barn cleanliness and organization
- Handle the scheduling of routine veterinary visits and farrier visits
- Assist with veterinary treatments and farrier visits.
- Supervise employees and volunteers.
- Manage employee schedules and report hours to business manager for payroll.
- Order supplies, equipment, feed and hay and maintain records/receipts.
- Work together with other Barn Managers, Barn Assistant(s) and Facility Department to maintain grounds and farm continuity.

**JOB REQUIREMENTS:**

- Basic First Aid knowledge
- Animal care knowledge (preferred)
- People skills
- Organizational skills

**JOB REQUIREMENTS:**

- First Aid certification, Infant/Child and Adult CPR/AED certification required within the first 60 days of hire.

**NON-ESSENTIAL JOB FUNCTIONS:**

Helps prepare barn and other spaces for events

**JOB-RELATED QUALIFICATION STANDARDS:**

Management Experience (2+ yrs.)

21+ years old

**KNOWLEDGE/SKILLS:**

Individual must have refined

- Problem solving skills
- Communications skills
- Organizational skills
- Time management skills

**JOB TYPE:** Full-Time / Part-Time

**SALARY:** \$15 - \$18 per hour  
Equine Rescue.

**Work Location:** Onsite- Spirit's Promise