



Children's TherAplay
The Children's TherAplay Foundation, Inc.

Job Description – Equine Program Manager

TITLE: Equine Program Manager
STATUS: Exempt
REPORTS TO: Executive Director

General Function: The Equine Program Manager is responsible for managing all aspects of the equine portion of Children's TherAplay operations including ensuring timely, quality equine use during therapy sessions; recruiting, hiring, and managing all related personnel; recruiting, training, and managing horses used during therapy sessions; ensuring safety in situations involving equines; maintaining all equine related portions of the facility, and participating in and supporting Children's TherAplay special events and outreach efforts.

REQUIRED EXPERIENCE:

The candidate must have a strong, proven working knowledge of equine behavior, training, maintenance and care. Experience managing key aspects of an equestrian operation is required, supervisory experience is required. At least three years of riding experience is required.

REQUIRED EDUCATION:

An Associate's or Bachelor's Degree from an accredited college or university with a major in equine science, equestrian business management, animal science, agricultural science, agribusiness, business management, or a closely related field OR related experience is preferred.

WORK SCHEDULE:

Monday through Friday, with on-call weekends twice a month, and additional evenings and weekends as needed based on horse care needs.

PREREQUISITE SKILLS:

- Must have a proven working knowledge of equine behavior, training, and care including but not limited to application of prescribed medicines and treatments, nutrition requirements, oversight of veterinary visits and farrier requirements.
- Ability to supervise, manage and develop personnel.
- Ability to effectively manager vendor and donor relationships.
- Ability to communicate through both verbal and written methods clearly and effectively.
- Ability to problem solve.
- Ability to contribute to program decision making in coordination with the Clinic Lead and Director of Therapy Services.

ESSENTIAL FUNCTIONS:

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

1. Manage the daily operations of the Equine Program operations with the Equine Lead including scheduling of hippotherapy sessions, selection of horses for use in hippotherapy, assessment of new horses for the program, care of horses (including preventative and routine equine health practices and administering medical treatments as prescribed by a veterinarian), feeding, exercise, training, tack selection, and daily stable maintenance.
2. Manager to process of recruiting, training and supervising staff for use in hippotherapy sessions. Oversee volunteers when they are interacting with horses. Work with the Equine Lead to ensure effective human and equine staff coverage for all therapy sessions.
3. Work with Equine Lead to ensure business aspects of barn management including budgeting, ordering supplies, development and implementation of policies, personnel management, equine lease and donation agreements, equine medical and farrier records.
4. Ensure stable, arena, pasture, and equipment are free of safety and sanitary hazards – initiate resolutions with our Facility Manager and/or preventative measures as necessary.
5. Maintain conditions and best practices to maximize patient and staff safety while interacting with equines. Annually carry out equine-related safety trainings for staff and volunteers.
6. Supervise the Volunteer Coordinator to ensure effective volunteer recruitment, retention, and appreciation, while supporting sidewalking needs, daily barn operations and event staffing needs.
7. In conjunction with Executive Director, develop and implement appropriate short and long term goals related to equestrian related operations. Oversee equine-related building projects and facility improvements.
8. Maintain patient confidentiality at all times, conforming to HIPAA privacy regulations.

ADDITIONAL DUTIES:

1. Supports Director of Therapy Services with contact between Children's TherAplay and the American Hippotherapy Association. Organize AHA education courses hosted at Children's TherAplay.
2. Participate in and represent Children's TherAplay at various internal and external events (i.e. parent support groups meetings, special needs events, Children's TherAplay special events, etc.)

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Ability to lift up to 100 pounds.

- Ability to walk up to 10 miles per day.
- Ability to work in cold or hot weather environments.
- Ability to sustain frequent standing, walking, bending (forward and sideways), grasping, twisting at the waist, squatting, kneeling

ORGANIZATION OVERVIEW: Located in Carmel, Indiana, The Children's TherAplay Foundation, Inc. (TherAplay) is a mission driven organization with a team of dedicated employees who work enthusiastically and collaboratively to support the children we serve. If you are interested in being a part of our growing organization, we want to share more information with you!

Children's TherAplay is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability, age, or veteran status, and other protected status as required by applicable law.

Would you like to learn more about how you can use your skills to impact an extraordinary mission? We would love to hear from you! Please submit a cover letter, resume and three references to Kathy Pelletier at KPelletier@childrenstheraplay.org. Please no phone calls.