



Job Description Barn Assistant

Last Updated: 6/6/2022

Department: Equine
Supervisor: Director of Equine Development
Classification: Part Time/Hourly/Non-Exempt
Hours: Up to 10 hours per week

DESCRIPTION:

Assists the Director of Equine Development in the day-to-day feedings of LoveWay's equine staff and provides quality care for LoveWay's equine staff and the stable area.

REQUIREMENTS:

1. Working knowledge of and experience with horses.
2. Punctuality and dependability with a hard work ethic.
3. Weekends and holidays are required as needed.
4. This position is physically demanding and requires the ability to lift a minimum of 50 lbs. and work outside in all weather.

RESPONSIBILITIES:

Feeding Equine Staff:

1. Read and follow all the posted/written instructions in the barn and on the white board for horse care and feedings.
2. Using the designated ATV, feed outside paddocks and inside stalls as specified, at the specified times.
3. Call the Director of Equine Development (or the Executive Director if Director of Equine Development cannot be reached) in case of:
 - a. Injury/illness or abnormal behavior of horse.
 - b. Questions about changes in posted procedures or information.
 - c. Problems with fencing, shelters, pastures, etc. that might cause immediate harm.
4. Notify the Director of Equine Development as soon as possible if you cannot feed as scheduled.
5. Contact the Director of Equine Development (or the Executive Director if the Director of Equine Development cannot be reached) before making any changes to posted procedure.
6. Do not ride, exercise, school, or train the horses unless otherwise instructed.
7. Assists with horse medications and veterinary care as needed.

Barn & Equipment Duties:

1. Maintain orderly stalls, barns, and equipment (Kubota & gator) efficiently.
2. Return any equipment used to its designated area and in good working order.

General Duties:

1. Arrive on time and ready to perform Feeder duties. Dependable transportation is important.
2. Perform only the duties you are trained and authorized to handle.
3. Do not bring or allow unauthorized persons onto the property without prior approval.

PERSONAL AND PROFESSIONAL ATTRIBUTES:

1. Respectful communication to staff, volunteers, and clients.
2. Proven ability to work hard, prioritize, and organize.
3. Communicate all problems and concerns through chain of command.
4. Abide by Client Confidentiality Agreements.
5. Represent LoveWay in a positive and professional manner.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands and work environment described herein are those that must be met by said employee to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

I have received a copy of and agree to work within the guidelines of this Job Description.

Signature: _____ Date: _____

Printed Name: _____

Supervisor Signature: _____ Date: _____

Printed Name: _____