



Job Description Barn Coordinator

Last Updated: 9/4/2026

Department: Equine
Supervisor: Director of Operations
Classification: Full Time/Hourly/Non-Exempt
Hours: 40 hours per week

DESCRIPTION:

Manages, coordinates, and oversees all matters related to LoveWay's equine staff including care, health, nutrition, facility, scheduling, acquisition, evaluation, selection, training, and retiring. This includes management of horse facility, medication, veterinary, chiropractic, and farrier. Supervises Barn Assistants and volunteers responsible or active in helping with horse related items.

REQUIREMENTS:

1. Must be at least 18 years of age.
2. Degree in Equine Sciences or related field preferred.
3. Ability to drive and maneuver farm equipment.
4. Excellent horse care experience including horses with special needs or age-related issues.
5. Horse training and riding experience and current with the equine industry.
6. Excellent verbal and written communication skills.
7. Proven ability to multi-task, prioritize, and organize.
8. Proficient user of Microsoft Office.
9. This position is physically demanding and requires the ability to lift a minimum of 50 lbs. and work outside in all weather and includes being on call for emergencies.

RESPONSIBILITIES:

Horse Care and Health Management:

1. Responsible for overseeing horse feeding and watering.
 - a. Must post written instructions in the barn and on the white board for horse care and feeding.
 - b. Implement and enforce turn in/turn out routine.
 - c. Appropriately train, manage, and schedule Barn Assistants.
2. Ensure excellent nutrition and care for all horses including water, hay, grain, supplements, administering general first aid, medications, vaccinations, de-worming, etc.
3. Actively manage and train staff and volunteer feeders for all feeding shifts.
4. Formulate and oversee the feed and turn out schedule using hood herd safety management.
5. Order and ensure the hay, grain, bedding, supplements, medications, and first aid kits are well stocked and labeled.

6. Schedule farrier, vet, and massage as needed. Be point of contact for all horse related services and implement any treatment or maintenance plan.
7. Be on call for any equine emergencies, find and report substitute when not available, manage on-call schedule.
8. Diagnose or evaluate lameness utilizing veterinary services when appropriate.
9. Maintain detailed horse files and database: lease, donation, health records, behavior changes, etc.
10. Ensure horses have blankets, fly gear, and other seasonal/pest protection applied and removed as necessary.
11. Communicate concerns and changes to staff and volunteers on a consistent basis.

Facility/Barn Management:

1. Manage all aspects of maintenance and upkeep for the horse areas including arena, stalls, tacking area, pastures, hay barn, grain shed, etc.
2. Schedule barn cleaning as needed.
3. Maintain fencing and pasture maintenance issues including rotation and cleaning.
4. Manage EquiVibe and Bemer schedule for herd.
5. Make sure at the end of each day the facility is ready to be closed and instruct afternoon Barn Assistants on any issues or concerns.

Therapeutic Horse Programs Activity Management:

1. Ensure that each horse is sound, healthy, and safe prior to use in classes.
2. With input from the Certified Instructors, create a master horse schedule at the start of every riding semester. Include a daily horse substitute system.
3. Consult with Certified Instructors in their selection of horse and tack for clients as needed.
4. Track schedules, workload, and behavior of horses. Provide assistance when necessary.
5. Communicate with Certified Instructors regarding safety concerns, scheduling issues, along with new, retiring, and trial horse notes.
6. Provide weight limits for each horse.
7. Maintain a clean and organized tack room and barn office.
8. Maintain tack chart and horse description chart for staff, PATH Instructors, and schooling team members.
9. Ensure that regular tack safety checks are completed and that tack is clean and in good repair.
10. Ensure each horse uses properly fitted and safe tack, including saddles, bridles, and protective boots (if needed).

Horse Conditioning, Evaluation, Performance, Selection, and Departure:

1. Recruit, train, organize, and maintain a safe, effective, and appropriate exercise plan for each equine.
2. Continued evaluation of the effectiveness of the LoveWay herd.
3. Responsible for ensuring each horse works to the optimal level.
4. In conjunction with the Executive Director, Director of Operations, and appropriate staff, evaluate and acquire new horses for LoveWay. This includes phone interview with the owner, on-site evaluation, trial period, training, evaluation, arranging transportation, and ensuring that all necessary contract paperwork is completed.

5. Communicate with those interested in adopting a horse and complete necessary paperwork and site visit.

General Administration:

1. Be an ambassador for LoveWay.
2. Respond to correspondence daily or as needed.
3. Supply recommendations for budget changes and keep equine care costs down through pursuing feed/hay/supplement discounts and/or changes as needed.
4. Attend staff/team meetings, LoveWay functions, and fundraisers.
5. Comply with all PATH, CHA, and LoveWay standards.
6. Keep the staff informed of horse related decisions and wherever appropriate seek feedback about horse related issues, ensuring open communication with staff.

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.

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: _____