

NEW CASTLE COUNTY GOVERNMENT

Number 0318

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CLASS SPECIFICATION

Date 07/14/15

Title: EQUESTRIAN PROGRAM COORDINATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory, administrative and operational duties involving seven-day coverage relating to New Castle County's equestrian center and New Castle County's Carousel Kids Corral; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs supervisory, administrative, and general operational work relating to New Castle County's equestrian center and riding programs. Additional work duties include the operation of New Castle County's Carousel Kids Corral and education center and related responsibility for the care, selection and maintenance of all livestock. The employee is responsible for overseeing and coordinating all equestrian and livestock related programs for the County. This employee will coordinate publicity and implement program assignments. This employee will train and supervise barn managers, riding instructors, volunteers and employees working in the equestrian center and carousel kids corral programs and works under general supervision of a higher level administrator. The employee may be required to work hours which shall include early mornings, nights, weekends, and holidays in varying weather conditions. This employee works under the general supervision of a higher level administrator.

EXAMPLES OF WORK: (Illustrative only)

- Develops and manages all equestrian programs for New Castle County;
- Supervises all barn managers and barn staff;
- Supervises and oversees all programs;
- Creates and updates standard operating procedures;
- Determines the correct horse for new students based on ability of the horse and the rider;
- Maintains records of new and past students;
- Trains new volunteers and supervises riding instructors;
- Evaluates riding horses and ponies and oversees schooling/training of riding horses in equestrian program;
- Updates student files with initial, weekly, and quarterly evaluations;
- Updates and maintains all livestock files with current vaccination and medical history;
- Keeps records of volunteer orientation and training;
- Schedules and conducts volunteer and staff training;
- Creates and manages new programs for the equestrian center;
- Orders and maintains equipment and makes monthly equipment checks on tack and first aid kits for horses and humans;
- Manages day-to-day operation of the riding stables and kids corral;
- Orders all livestock feed, hay and bedding;
- Orders all medications and supplies needed for livestock;
- Directs work of all subordinate staff;
- Assists with barn duties when necessary;
- Directs staff responsible for general stable maintenance in and around the buildings, barns, grounds, stable ring, pastures, and trails;
- Prepares required reports and inventories;

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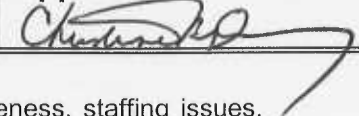
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CLASS SPECIFICATION

Date 07/14/15

Title: EQUESTRIAN PROGRAM COORDINATOR

Approved:



- Keeps management informed of any injuries, sicknesses, shoe loss, lameness, staffing issues, problems with horses or equipment, and any other necessary information;
- Assists in developing programs of safety for the horses and riders;
- Assists in assessing the riding level of potential students;
- Assists the veterinarian and takes notes in reference to the treatment of injured or ill horses;
- Administers medications, injections, and toxic medications to ill or injured horses;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Through knowledge of barn safety policies, procedures and horse riding standards; general knowledge of American Riding Instructors Association (ARIA) and NARHA certification requirements; some knowledge of barn management; ability to learn a variety of maintenance and manual tasks; ability to perform mathematical calculations; ability to solve problems and deal with a variety of issues; ability to understand verbal and written instructions; ability to communicate courteously and effectively, both verbally and in writing; willingness to perform routine work for an extended period under varying weather conditions.

MINIMUM QUALIFICATIONS: At least three (3) years of equestrian experience and possession of a Bachelor's Degree from an accredited college or university in a related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a Barn Management Certification and a valid Delaware Class D driver's license or its equivalent. Must pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established: 10/07/08
Revised: 07/14/15