

PEOPLE & ANIMAL LEARNING SERVICES (PALS)

7644 W Elwren Rd Bloomington, IN 47403 | 812-336-2798

ed@palstherapy.org

Assistant Barn Manager Job Description

The **Assistant Barn Manager** will ensure all program horses and boarded horse's daily needs are met. Duties include, but are not limited to management and coordination of daily feeding, provision of water, turning out, mucking stalls/paddocks, and bedding stalls as prescribed for each horse's needs. Responsibilities related to assisting with the tracking and stocking of grain, supplements, hay, supplies and saw dust may be included. This position is physically demanding and requires the ability to lift a minimum of 50 pounds and work outside in all weather.

Job Responsibilities:

- Implement feeding schedules including supplement administration.
- Manage the turn in and out of horses to pasture.
- Bring horses in from pasture for programs as necessary.
- Fill/clean water buckets and/or troughs.
- Put on/take off blankets/sheets/fly masks when necessary for PALS or "premium" boarder horses.
- Communicate observations of boarder horse's behavior and health to Executive Director and Facility Manager.
- Responsible for tracking feeding, farrier visits, and all health related updates on PALS horses in the Equiforce system.
- Coordinate and facilitate Cleaning/bedding stalls.
- Maintaining cleanliness of aisles, arena, and pasture spaces.
- Assist in misc. barn related chores. (i.e. dusting, removing cobwebs, watering arena, etc).
- Maintain and organize grain, hay, and supplement storage areas.
- Assist with barn, stall, pen, fence, gate, and pasture maintenance as needed.
- Assist Facility Manager with tracking hay, grain, supplements, medications, supplies and sawdust as needed.
- Responsible for the supervision and scheduling of barn assistants.
- Attend meetings and special events as required .
- Complete daily check sheet for each shift.
- Check personal email and respond to all PALS related emails in a timely manner (within 24 hours).
- Check phone messages and return all PALS-related phone calls in a timely manner (within 24 hours).
- Maintain compliance with all PALS Policies and Procedures.
- Assist with keeping the facility clean (taking trash to the dumpster; sweeping and mopping in the community room, kitchen, viewing room, and bathrooms; cleaning bathroom, etc.)
- Report to the Facility Manager.
- Other duties as assigned.

Job Requirements/Qualifications:

- Understanding of basic principles of horse care and handling techniques.
- Prior experience in barn management and/or horse care necessary.
- Ability to work well independently and under pressure.
- Ability to lift over 50 lbs.

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Review:

- A formal, written performance evaluation will be conducted annually.
- Performance reviews will be performed by the employee's direct supervisor and/or by the Executive Director.
- Each employee will be asked to fill-out a self-evaluation form.
- During the evaluation, the employee's performance will be assessed and goals and expectations will be established for the coming year.

I understand that:

- I must notify my supervisor at least 2 weeks in advance if I am unable to fulfill my shift.
- I am required to track my hours.
- Paychecks are distributed every other Friday.