

Camp John Marc
Job Description

Job Title: Equine Facility Assistant

Classification: Salaried (Full-Time, Year-Round)

Salary Range: \$35,000-38,000

Responsible to: Facility Manager

General Function:

The Equine Facility Assistant is responsible for assisting in furthering the mission of Camp John Marc, at the direction of the Facility Manager, in a high-quality manner that is in line with the established policies and procedures of camp. Because of the need for flexibility, this job description is only a guide to the basic responsibilities of the Equine Facility Assistant and will change as the need(s) arise. The Equine Facility Assistant is an employee of Camp John Marc and its Board of Directors.

Essential Job Functions:

- **Horses/Equine:** Supervise and manage the needs of the camp herd (14-16 horses) and the physical operation of the horseback riding facilities and equipment.
 - Manage the camp herd, arena, stalls, pastures, equipment, tack, and other equipment.
 - Routinely assess horses for health needs, behavior issues, and tack needs.
 - Transport horses to and from the veterinarian.
 - Feed, water, and groom horses daily.
 - Conduct check of activity area and equipment for safety, cleanliness, and need for repair.
 - Train and supervise Summer program staff regarding the responsibilities necessary for a high-quality program (Summer only).
 - Assess, transport, and orient new horses for the program.
 - School horses on a regular interval.
 - Participate in the development of annual operating budgets as it relates to the equine program.
 - Willingness to care for horses during weather related emergencies (i.e. extreme high/low temperatures, snow, freeze).
- **Facility Maintenance:** Assist in the maintenance of the campgrounds, buildings, vehicles, and other facility items.
 - Implement regular maintenance and upkeep of camp buildings and grounds including, but not limited to, electrical, plumbing, carpentry, and HVAC.
 - Train and supervise camp program staff in the use of camp equipment, including equipment maintenance, and program equipment as appropriate.
- **Safety:** Perform all duties in accordance with prescribed regulatory compliance guidelines/codes, including local, state, and federal guidelines as well as American Camp Association accreditation standards and state of Texas licensure.
 - Respond to emergencies on physical plant and campsite.
 - Use, maintain, and store equipment safely.

Other Duties:

- Participate as a member of the camp full-time employee team as needed to ensure the integration of the program and property to deliver an experience that meets the needs of the campers and the camp mission.
- Assist in representing the camp for local businesses and other related camp groups.

Required Qualifications:

- A high school diploma or equivalent, plus two years' experience in the following areas: skilled work, maintenance, and/or construction.

Knowledge, Skills, and Abilities:

- The position requires working knowledge (or willingness/ability to learn) regarding the areas of horses/equine, engineering, painting, carpentry, electrical wiring and controls, plumbing, water and sewage treatment, vehicle and machinery operation (including their maintenance), HVAC, and grounds keeping.
- Proficiency in safe and proper use of power equipment/tools, heavy and light machinery, and building materials.

Requirements:**Ability to:**

- Understand and implement safety regulations and procedures.
- Communicate procedures and regulations to staff, employees, volunteers, and partner groups.
- Identify, both visual and auditorily, and respond to, safety and environmental hazards, as well as the ability to inform campers, staff, employees, volunteers, and partner groups of those hazards.
- Safely and properly use power tools and equipment.
- Safely drive trucks, tractors, and other motorized vehicles.
- Observe campers, staff, employees, volunteers, and partner group behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

Physical:

- Strength to lift equipment and supplies (up to 50 pounds) with reasonable accommodation.
- Mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).