

## North Country RIDE

### Herd Coordinator

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**Summary of Responsibilities:** Oversee the general care and management of the equine herd during the programming season. Schedule and attend necessary medical care appointments. Communicate needs of the herd to the appropriate committees and staff. Develop relationships with the equine partners of the program to help support them during their working season.

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#### **Description of Responsibilities:**

- Herd committee participation
  - Follow established policies and procedures
  - Relay herd and farm supply needs to the Herd Committee
  - Schedule and attend all vet and farrier appointments
  - Feed horses
  - Regularly check supplies and arrange the procurement of supplies through ED
    - Feed, hay, medications, fly spray, and other supplies
  - Regularly check facilities
    - Fencing condition, sheds, waterer, and other facilities
  - Collaborate with ED to develop maintenance schedule and appropriately address concerns as needed
  - Clean and maintain tack area, equipment, barn, and equine areas
  - Coordinate with owners of leased horses to ensure clear understanding and appropriate handling of special feed, medical, or other care requirements
  - Follow through with documentation
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#### **Required Qualifications**

- High school diploma or GED equivalent
- Written and oral communication skills
- Three year's equine experience including care and management

**Preferred Qualifications:** Additionally, the preferred candidate will have knowledge of or experience with the following:

- Advanced knowledge of equine care and management
- Knowledge of Equine Assisted Therapeutic Activities

**Essential Job Functions:** Ability to see, hear, stand, sit, bend, walk and lift at least 75lbs.

***North Country RIDE is an equal opportunity employer and committed to hiring and retaining a workforce that reflects the diverse communities we serve.  
EOE/Minorities/Females/Protected Vets/Disabilities***

I have reviewed the Herd Coordinator job description and am willing and able to perform the job duties as described.

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Signature

Date

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