Full Time Barn Assistant

Purpose of Position:

Days End Farm Horse Rescue is seeking a full time Barn Assistant who will work with staff and volunteer teams to ensure the daily needs (physical/mental health and safety) of all horses under the organization’s care (those in critical/rehabilitative care, DEFHR’s program horses, and those waiting for adoption) while maintaining a positive work environment and a facility that is clean, safe and professional.

Responsibilities:

- Assist in and oversee the care of 70+ horses
  - ID/interpret/treat medical conditions under the direction of Equine Health Manager (EHM)
  - Assist with triage during emergency situations
- Feed management
- Handling in a safe and positive manner
- Barn Chores (mucking, waters, etc)
- Maintain facility in a clean and safe fashion to ensure safety and positive appearance
- Interact with the public in a friendly manner (tours, donations, etc)
- Represent DEFHR professionally
- Ensure open and positive communication between staff, interns, and volunteers by being friendly, giving positive feedback, and handling conflict/complaints properly
- Ensure the safety and well-being of all volunteers, staff and animals
- Maintain positive morale
- Other duties as assigned by Equine Health Manager
- Work additional hours as needed during seizures, emergencies, critical cares, etc.

Qualifications/training required:

- Previous hands-on experience with equine, including handling, management, care and husbandry
- Ability to foster positive working relationships
- Willing to ensure completion of necessary tasks in the absence of volunteer staff
- Provide own transportation and housing
- Must be dependable and punctual
- Good communication, organization, and prioritization skills
- Must be comfortable managing and educating large groups of people
**Physical Activity Requirements:**
- Physical ability to perform manual, sometimes demanding, labor to include:
  - Walking, pushing, pulling, and lifting: Physical ability to perform manual, sometimes demanding, labor.
  - Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
  - Must be willing and able to ensure the completion of necessary tasks and responsibilities in the absence of volunteer support.
- Close visual acuity to determine accuracy and thoroughness of work assigned, the ability to make general observations and also in the preparation, transcription and analyzation of data and figures.
- Strong talking skills to convey detailed or important spoken instructions.
- Ability to hear/listen and comprehended the receipt of detailed/complex information through oral communications.

**Working Conditions:**
- Performance of duties to occur inside and outside.
- Working in temperatures below 32 degrees or above 100 degrees or in inclement weather for periods of more than one hour. Other environmental conditions, such as wind and humidity, should be given consideration.

**Time Required:**
40+ hours/week (includes one weekend day and four weekdays). Present during emergency situation as needed, as well as all on-site or major off-site events (set-up and tear-down included).

**Salary:**
$11.00 - $12.00/hr based on experience. Salary increases determined by review and based on merit/budget.

**Appointed by:**
Equine Health Manager

**Supervisors:**
Equine Health Manager, Equine Programs Director, Executive Director

**Scope of Authority:**
Interns, volunteers, community service workers.

**Working Relationships:**
All staff, interns, volunteers, community service workers, public visitors.

**Available Resources:**
All items required for appropriate maintenance of facility and care of animals.
Benefits:
Health insurance, paid vacation, paid sick, 401K, direct deposit. On-the-job training.

Evaluations:
90-day review, then yearly.

Policies and Procedures:
11/8/06 – Policies and procedures manual

To Inquire About Position
Send resume and cover letter to programs@defhr.org

References:
Upon request

I acknowledge that I have received this job description and understand it is flexible and subject to change. Should I have any outstanding monies due Days End, I acknowledge these may be taken from my last paycheck. Furthermore, I acknowledge I have received my employee handbook.

__________________________________            ______________________________________
Employee / Date                           Equine Health Manager/ Date