



Saturday Assistant Barn Manager

Lovelane is hiring a Saturday Assistant Barn Manager! The primary role of this position is to provide horse care for Lovelane's 14 horses and their environment and to support instructors for their lessons each Saturday from **7 a.m. to 1:00 p.m. or later as needed**. This position is a part-time, non-exempt, hourly position that supports the functions of the Facility & Barn Manager in all daily tasks and helps to ensure Lovelane's horses are receiving the best care possible. A successful candidate will be able to follow the barn schedule and execute barn chores including, but not limited to: cleaning stalls, picking paddocks, dump/scrub/fill water, sweep, measure & feed grain, feed hay, turnout horses, pick hooves, administer medications, and provide basic equine first aid, among other duties.

JOB RESPONSIBILITIES:

- Care for all of the horses at Lovelane and provide a clean and safe environment
- Assist with lessons as needed, supporting the needs of instructors for lessons
- Help tack, lead and/or sidewalk in lessons if/when needed
- Follow barn schedule and execute barn chores including, but not limited to: cleaning stalls, picking paddock, dump/scrub/fill water, sweep, measure & feed grain, feed hay, turnout horses, pick hooves, administer medications, provide basic equine first aid
- Manage any horse health or facilities emergency that may arise and contact Barn and Facility Manager to notify them of the issue
- Coordinate tack needs for the day's lessons, keep tack clean and in proper, safe working conditions
- Be observant for, manage appropriately and communicate any health issues (including injury/behavior/shoeing, etc.) that may require consultation by a veterinarian and/or farrier
- Supervise, manage and work with Lovelane's team of assigned volunteers to safely carry out tasks
- Make sure volunteers have helpful tasks to do to fill their time
- Work alongside volunteers and check in on their progress
- Show/train volunteers how to execute various chores
- Be able to demonstrate safety measures to volunteers and students in the barn
- Be a Lovelane ambassador and help to engage our volunteers in Lovelane's mission
- In inclement weather, salt or sand parking areas when needed
- Blanket horses appropriately depending on weather
- Make sure all tack is put away at end of night
- Turn off lights in barn/lock tack room
- Respond helpfully to all vendors including vet, farrier, hay and shavings delivery
- Respond promptly to any communications (email, voicemail, text etc.)
- Daily care of 2 barn cats, feeding, water, litter box

REQUIREMENTS AND SKILLS NEEDED:

- 17 years or older
- 3-5 years horse industry work history preferred
- Available to work every Saturday from 7:00 a.m. to 1:00 p.m.
- Experience with horse care, horse handling and be knowledgeable of horse behavior
- Excellent communication and interpersonal skills
- Prioritize responsibilities, organize workload and respond promptly to urgent situations requiring immediate attention
- Able to tack and lead horses in therapeutic horseback riding lessons
- Work cooperatively and collaboratively in a team environment
- Lift up to 50 lbs