

### **Barn Manager Position Description:**

Camp Henry Mission Statement:



*To provide life changing experiences for all in a Christian environment*

The Barn Manager reports to the Facilities Director

**Primary Responsibilities:** The Barn Manager is responsible for the overall daily operations of the horse and hobby farm facilities, ensuring the highest standards of safety, care, and cleanliness for the horses, farm animals, camp equipment, and facilities. This hands-on leadership role involves managing staff and volunteers, overseeing the health and nutrition of our animals, maintaining equipment, and interacting with campers, guests, and community members. The ideal candidate is a proactive, organized, and experienced horseperson dedicated to equine and animal welfare.

The Barn Manager will be a vital and important member of our year round staff team and will work closely with the Facilities Director as well as the Horse Program staff members. The care and well being of our herd of approximately 20 horses as well as our hobby farm animals and the horse and farm facilities will be the primary focus of the Barn Manager.

While the horses, farm animals and our horse and hobby farm programs will be the focus of the Barn Manager, this position will help support the general facilities needs of the entire camp and be expected to assist with camp wide general maintenance, projects, and facilities upkeep on a regular basis. This might look like time spent mowing grass, plowing snow, splitting firewood, working on vehicles, maintaining buildings, and repairing equipment. It is anticipated that 60-70% of the Barn Manager's time will be dedicated to our horse and hobby farm programs and animals, with 30-40% of their time devoted to supporting campwide facilities and maintenance tasks and projects.

We have had growing summer camp enrollment at Camp Henry for several years in a row, serving a record number of campers, 2,248, in 2025. Our summer camp program for 2026 is already nearly sold out, with over 2,100 campers already registered. In addition, we serve close to an additional 10,000 year round retreat guests each year.

Camp Henry has experienced incredible growth and been very successful over the past several years. We have been able to invest over \$10.5 million to significantly enhance and expand our facilities at camp, including the addition of a 15,000 square foot indoor riding arena.

Tasks and Areas of Responsibility:

1. Support the Facilities, Maintenance, Horse, and Hobby Farm needs at Camp Henry
2. Carry out and monitor established feeding schedules and dietary plans, following the protocols developed with our veterinarian
3. Daily Care: Supervise or perform feeding, turn-out/in, blanketing, and stalling
4. Health Monitoring: Perform daily inspections of all horses and animals for injury, illness, or changes in behavior

5. Medical Care: Administer medications, supplements, and provide basic first aid as needed
6. Professional Services: Schedule and hold horses and other animals for veterinarians, farriers, dentists, and chiropractors
7. Record Keeping: Maintain detailed, up-to-date records for every animal (vaccines, deworming, farrier, vet, etc).
8. Facility Cleanliness: Ensure regular cleaning of stalls, pens, aisleways, feed and tack rooms
9. Property Upkeep: Maintain paddocks, pastures, fencing and shelters
10. Arena Maintenance: Drag and water arenas regularly to maintain safe footing
11. Inventory Control: Manage inventory of hay, grain, supplements, bedding, and medical supplies; reorder as necessary to prevent shortages
12. Equipment Operation: Safely operate camp machinery, including tractors and utility vehicles (UTVs).
13. Recruit, train, supervise and mentor barn volunteers with communication support from our Volunteer & Project Director
14. Collaborate with Program Staff to help create weekly work and volunteer schedules to ensure 7-day-a-week coverage for animals at camp
15. Communication: Serve as the primary point of contact for vendors, vets, hay providers, etc.
16. Safety Enforcement: Uphold and reinforce all horse and animal safety protocols and emergency procedures
17. Maintain, uphold, and support consistent use of established Standard Operating Procedures (SOPs) for barn and program operations and horse care
18. Ensure proper maintenance of equipment and supplies
19. Manage budget and financial records for horse program and hobby farm operations
20. Work with the Program Director and horse staff to help plan and coordinate events or activities involving the horses and hobby farm animals
21. Ensure compliance with safety, State of Michigan, American Camp Association, Certified Horsemanship Association, and regulatory standards
22. Develop and uphold protocols for biosecurity and disease prevention
23. Communicate and collaborate with the year round Camp Henry staff team
24. Manage the horse and animal acquisition, retirement, and rehoming processes
25. Oversee training and exercise programs for animals
26. Implement waste management procedures
27. Support Camp Henry's fund development efforts
28. Support and foster Camp Henry's relationship with Westminster Presbyterian Church and its members
29. Contribute in a positive way to the Camp Henry staff community
30. Other duties as assigned

#### Barn Manager Qualifications & Skills

- High school diploma or equivalent required - Bachelor's or Associate's degree in Animal Science, Agriculture, or related field preferred
- Previous experience in a managerial role within a barn, camp, or stable
- Extensive knowledge of horse and animal nutrition, health, welfare and behavioral issues
- Strong knowledge of animal husbandry and equine management

- Certified in First Aid and CPR
- Familiarity with facility management software
- Excellent communication and leadership skills
- Experience with budget management and financial planning
- Certification in animal welfare or related qualifications preferred
- Proficient in handling a variety of barn equipment and tools
- Minimum of 2 years experience working in a barn or stable environment
- Ability to perform physical labor and work long hours and weekends
- Valid driver's license
- Strong organizational and time management skills
- Physical Strength: Ability to lift 50-60+ pounds (hay bales, feed bags) and work in all weather conditions
- Technical Skills: Proficient with barn equipment/tractors; basic computer skills for record-keeping
- Certifications: CHA, PATH Intl. (CTRI) or similar certifications are a plus
- Ability to work effectively in a team environment
- Good problem-solving abilities
- Basic understanding of veterinary care
- Knowledge of health and safety standards in barn management

#### Working Conditions

- This position is physically demanding, requiring standing, walking, bending, and lifting for long hours
- Exposure to extreme weather conditions, dust, and hay
- Must be available for emergencies (e.g., colic)

#### Compensation

<b>Salary</b>	\$36,000 with Housing \$41,000 without Housing
<b>Benefits</b>	<p>Employee Benefits</p> <ul style="list-style-type: none"> <li>● Individual coverage for Health Insurance and Dental Plan</li> <li>● FLEX or FSA plan available for employee to designate salary deduction for pre-tax medical expenses</li> <li>● Earned Time Off (ETO), 18 days annually</li> <li>● 8 paid holidays annually</li> <li>● Retirement contribution after one year of service</li> </ul> <p>Available at employee's expense</p> <ul style="list-style-type: none"> <li>● Double or family coverage for Health and Dental plan</li> <li>● Vision plan for employee and any member of employee's family</li> <li>● Life insurance</li> </ul>

	<ul style="list-style-type: none"> <li>• Long Term Disability Insurance</li> </ul>
<b>Meals</b>	Meals are provided by Camp when food service is provided for summer camp or retreat groups with more than 30 guests.
<b>Mileage</b>	Mileage provided when personal vehicles are used for work related driving at rate set by Westminster Presbyterian church - reflective of current IRS mileage reimbursement allowance.

We are excited to welcome a new **Barn Manager** to join our year-round staff team at Camp Henry in Newaygo, Michigan. The start date for this position is flexible, yet our hope would be to have our new Barn Manager in place by mid-February.

Interested applicants should send a cover letter and resume to Jake, Executive Director, [jake@camphenry.org](mailto:jake@camphenry.org)