

# Horse Manager Position Description



Camp Henry's Mission Statement:

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

## Position Description

If you love horses and have a heart for helping horse programs thrive and grow, then this role is perfect for you! A bit about Camp Henry; we have traditional overnight summer camp programs with an amazing school programs/retreats focus in the fall, winter, and spring. We have 212 acres and over half of that is dedicated to our current herd of 20 horses. We are excited to be gearing up to build a new Covered Riding Arena to help support our herd and horse program offerings. Camp Henry is a part of Westminster Presbyterian Church in Grand Rapids, Michigan. We are currently searching for the right person to take on the role of **Horse Manager**. This role will have a dual purpose of administration as well as leading hands on horse experiences with many of our over 4,000 guests that come to camp each year. Camp Henry's hope is to find the right person to grow our current horse program -- who will take what is already thriving and give even more campers and guests a chance to have a Camp Henry horse experience.

## Daily Roles/Responsibilities

- Day to day support of our herd's health (feeding, coordinating and supporting vet and farrier visits, etc.)
- During horse specific programming times, work with our campers/guests to give campers and guests a horse experience with a combination of trail rides, pony rides, wagon rides, herd meet and greets, etc. Ability to work with a variety of ages and abilities of riders and on a few occasions, those with cognitive and physical impairments.
- Helpful if you can teach riding lessons, roping lessons, and work horses to keep them prepared for riders and events.
- Be the face and leader of our horse program during our summer camp, with our school groups, and retreat groups.

## Organizational Roles/Responsibilities

- Knowledge of and ability to support other staff with our herds' health and safety.
- Scheduling of staff to support horse programming, feeding, vet and farrier visits, and being able to communicate this to other program staff.
- Budgeting for feeding (hay and grain), horse sales and purchases, etc.
- Training staff on horse care and overseeing that work is completed.
- Maintaining herd and program records to keep Program Director up to speed.
- Manage the horse sponsorship program to help supplement the horse program budget.
- Develop and cultivate relationships with volunteers and community organizations.
- Work with our Program Director to advance current program offerings and create new programming that can give more people opportunities to have a Camp Henry Horse Experience.

## Certification

- CPR/First Aid/BBP (ability to obtain in the first 60 days of hire)

- Have a driver's license and a Michigan Chauffeur's License (or ability obtain in the first 60 days of hire)
- CHA (level 2) or AAHS certification (Within the first 60 days of Hire)
- PATH or CHA Therapeutic Riding Certificate (within the first year of hire)

### Yearly Schedule Example

- June-August: Summer camp with a focus on leading our Frontier Village Horse Camps
- September-December: Work with school groups, retreat groups, trail and wagon rides for the community, etc. Develop a community riding program.
- December-March: Support herd health and create new programming opportunities
- March-May: Work with school groups, retreat groups, trail and wagon rides for the community, etc.

### Compensation & Benefits

<b>Salary</b>	\$21,00 to \$27,000 DOE
<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 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 any member of employee's family</li> <li>• Life insurance</li> <li>• Long Term Disability Insurance</li> </ul>
<b>Housing &amp; Meals</b>	<p>Housing will be provided on-site for this position. Housing includes rent and basic utilities.</p> <p>Meals are provided by Camp when food service is provided for summer camp or retreat groups.</p>
<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 **Horse Manager** to join our year-round staff as we look forward to the exciting opportunities ahead.

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