



Discover The Possibilities

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Job Title: Equine Coordinator

Position Type: Full-time, Non-exempt

Up to 40 Hours per week; Weekend, evening, night, and holiday work required

Salary: \$10-20/hour

Location: National Ability Center Ranch, Park City, Utah

Supervisor: Equestrian Programs Manager and Equestrian Resources Manager

Job Summary

Responsible for coordinating the exercise and training program for National Ability Center's equine herd, daily feeding and care of the herd and facility maintenance support for the equestrian facility and National Ability Center ranch. A primary function of this and every other job at the National Ability Center is to ensure that each member, guest and visitor of the National Ability Center receives the highest caliber of service.

Major Tasks and Responsibilities

Ranch Staff

- Provide daily care of horses as assigned including feeding and medical care when necessary
- Keep program and facility areas clean (including stalls, pastures, and shelters) for the safety and care of participants and horses
- Support the maintenance of National Ability Center equipment and facilities stall including automatic waters and pasture water tanks
- Drag, water and maintain arenas and round pen
- Create and/or maintain equine records as assigned

Major Tasks and Responsibilities

Horse Schooling

- Ride, train and school a variety of horses utilizing multiple disciplines (*English, western, bareback, ground work, lunging, long lining, etc.*)
- Perform equine assessments and develop schooling plans. Assess/adjust regularly
- Provide coaching to schoolers, instructors and ranch staff on horsemanship and riding with a goal to foster consistency and skill progression
- Oversee and implement trial horse screening process, ensuring that each trial horse progresses on the established timeline
- Communicate with both equestrian programs manager and equine resources manager regarding the progress and needs of each horse and the herd

General Duties

- Complete all paperwork and documentation required including logging performance and maintenance issues of the equine herd, equipment and facilities
- Respond to general requests for information via phone, text and in person communication
- Commit to continuing education in your field utilizing internal and external resources to ensure our programs sustain continual responsiveness and improvement
- Assist with summer camps and special groups as requested
- Assist in training volunteers as requested
- Attend and engage in required staff meetings and trainings
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community
- Adhere to National Ability Center core values
- Participate fully as a member of the National Ability Center staff team
- Comply with National Ability Center safety and health policies and procedures
- Other duties as identified

Required Knowledge and Qualifications

- Ability to ride and school a wide variety of horses (English, Western, bareback, etc.). Riding skill proficiency must meet PATH Registered Level criteria, demonstrating at a minimum: walk, trot & canter on a variety of horses and disciplines.
- Previous experience in the feeding and care of horses and demonstrated ability to assess equine lameness, health, safety concerns and horse behavior issues
- Demonstrated skill in handling horses from the ground, including: grooming, tacking, turn out/bring in and handling gates
- Ability to communicate effectively to NAC stakeholders and staff
- Ability to consistently lift, carry and transfer participants, hay bales and equipment that may weigh 75 or more pounds, stand for up to 6 hours, and walk and run on uneven surfaces for up to 2 or more consecutive hours including stooping, bending, crouching and repetitive hand motions
- Comfortable working in all conditions including outdoors and inclement weather
- Experience hauling horses both short and long distances and with tractor operations
- Current First Aid and CPR certification
- Proficient in the application of changing technology, email, Google Docs, and MS Office
- Demonstrated ability to work productively and collaboratively within a dynamic team and be adaptable
- Demonstrated history of responsibility, dependability, and maturity
- Ability to positively receive and provide job coaching for personal development
- Valid Utah State Driver's License; must verify own auto insurance
- Commitment to a positive, fun and team-oriented working environment
- Successful completion of a background check

Benefits

- Medical, dental, long-term disability, paid time off, paid holidays and other benefits as outline in the employee handbook