

NEW CASTLE COUNTY GOVERNMENT

Number 0319

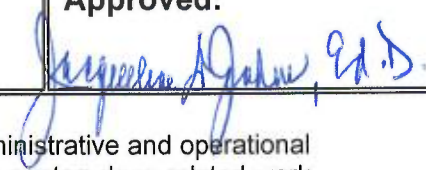
CLASS SPECIFICATION

Page 1 of 2

Date 07/10/19

Title: EQUESTRIAN PROGRAM SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional supervisory, administrative and operational work involving seven-day coverage relating to New Castle County's equestrian center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the establishment and direction of the New Castle County equestrian center and riding programs; for the evaluation of programs and services; and for the inspection of equine, riders and facilities to determine adequacy and adherence to established equestrian standards. This employee will coordinate public relations activities and implement program assignments. This employee will train and supervise barn managers, riding instructors, volunteers and employees working in the equestrian center. This employee works under the administrative direction of a higher-level administrator.

EXAMPLES OF WORK: (Illustrative only)

- Develops, implements, schedules and manages all equestrian programs for New Castle County, including riding programs, horse shows, clinics, cross country and hippotherapy programs;
- Supervises and directs work for all barn managers, riding instructors and subordinate staff;
- Creates, implements and updates standard operating procedures;
- Identifies program and equipment needs, and budgeting;
- Manages and supervises the ring schedule and assignment of instructors and horses to students;
- Maintains records and statistics of all equestrian programs and students), volunteers, instructors and horses (new and past);
- Conducts ongoing training for barn managers, subordinate staff, instructors and volunteers;
- Evaluates riding horses and ponies;
- Oversees schooling/training of riding horses in equestrian program;
- Instructs riding lessons as needed;
- Updates student files with initial, weekly, and quarterly evaluations;
- Ensures all medical files are updated annually for therapeutic students and ensures HIPPA privacy laws are adhered to;
- Ensure PATH International re-accreditation;
- Oversees the maintenance and upkeep of all equine files with current vaccination and medical history;
- Schedules and conducts volunteer and staff training;
- Orders and maintains equipment and makes monthly equipment checks on tack and first aid kits for horses and humans;
- Oversees the ordering of all feed, hay bedding, medication and supplies;
- Assists with barn duties when necessary;
- Directs staff responsible for general maintenance in and around the buildings, barns, grounds, stable ring, pastures, and trails;
- Prepares required reports and inventories;

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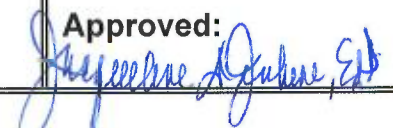
CLASS SPECIFICATION

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Date 07/10/19

Title: EQUESTRIAN PROGRAM SUPERVISOR

Approved:



- Keeps management informed of any injuries, sicknesses, lameness, staffing issues, problems with horses or equipment, and any other necessary information;
- Assists in developing programs of safety for the horses and riders;
- Assess the riding level of potential students;
- Oversees and directs the barn managers in the treatment of ill or injured horses;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of all aspects of equine management, barn management and safety policies, procedures and horse-riding standards; general knowledge of American Riding Instructors Association (ARIA) and NARHA certification requirements; advanced riding skills in western and/or dressage; ability to identify program and equipment needs and budgeting; ability to administer medications, injections, and toxic medications to ill or injured horses; ability to learn a variety of maintenance and manual tasks; ability to perform mathematical calculations; ability to solve problems and deal with a variety of issues; ability to understand verbal and written instructions; ability to communicate courteously and effectively, both verbally and in writing; willingness to perform routine work for an extended period under varying weather conditions.

MINIMUM QUALIFICATIONS: At least five (5) years of equestrian experience to include at least two (2) years of supervisory experience, and possession of a Bachelor's Degree from an accredited college or university with major course work in equine, business management, agricultural science, animal science or a related field; or any equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a and a valid Delaware Class D driver's license or its equivalent. Must pass a Class II County physical examination and background check. Ability to consistently lift, carry and load equipment and supplies that may weigh 50 or more pounds; ability to work hours which shall include early mornings, nights, weekends, and holidays in varying weather conditions. Must become a PATH International Certified Therapeutic Riding Instructor within one year of hire; must obtain and maintain AED/CPR certification.

HISTORY OF REVISIONS:

Established: 07/10/19