

<b>Job Title:</b>	Equestrian Coordinator	<b>Reports To:</b>	Assistant Director
<b>Department:</b>	Outdoor	<b>Travel Required:</b>	Minimal
<b>Location:</b>	Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI	<b>Status:</b>	Seasonal
<b>Salary:</b>	\$70 per day (position requires a 6-day workweek)	<b>Date Posted:</b>	February 14, 2019

**To apply please include a cover letter, resume, or employment application. Applications accepted by:**

**Subject Line:** Equestrian Coordinator- Preferred location  
**Email:** [camplinden@gshom.org](mailto:camplinden@gshom.org) or [campmerriewoode@gshom.org](mailto:campmerriewoode@gshom.org)  
**Website:** <https://www.gshom.org/en/our-council/careers.html>  
**Fax:** (269)492-1439

**MAIL: HR – OUTDOOR DEPARTMENT**  
 Girl Scouts Heart of Michigan  
 Subject Line: Equestrian Coordinator –  
 601 W Maple  
 Kalamazoo, MI 49008

**Job Description**

**POSITION SUMMARY/OBJECTIVE**

To further the mission of the camp through the planning and delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Provide health evaluation and care of each horse. Manage the physical operation of the horseback riding facilities and equipment.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, direct, and supervise a safe, fun, and educational horseback riding program.
- With the help of the Equestrian Assistant(s), write and implement lesson plans that meet camp goals.
- Evaluate riding abilities of campers and staff.
- Deliver creative riding program activities.
- Set daily and session schedules for the horse program.
- Train and supervise Horseback Riding staff
- Supervise the Equestrian Assistants
- Assist in the planning and implementation of staff training.
- Train Horseback Riding and counseling staff in their responsibilities at the Equestrian area.
- Schedule and supervise Horseback Riding staff to provide a safe and high-quality program.
- Manage the physical facilities and equipment in the horseback riding program area
- Set up horseback riding area prior to and during staff training.
- Teach and monitor proper use of equipment.
- Manage daily care of the camp's horses.
- Conduct initial and end-of-season inventory.
- Check equipment and make (or file for) repairs.
- Check horse area for needed maintenance and submit requests to camp director
- Review horses for health needs, level of ability, behavior issues, and tack needs.
- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
- Assist in packing all materials and supplies at the end of the season.
- Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Work with Assistant Camp Director and Coordinators to develop a program curriculum, award programs, and leadership programs.
- Assist in the planning of any special events at or near the horseback riding arena.

- Participate in management and staff meetings.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Other duties as assigned.

#### **EDUCATION/QUALIFICATIONS**

- Age 21 or older preferred due to ACA guidelines
- Current certification in horseback riding or equivalent experience.
- Must have or be willing to obtain first aid and CPR certification.
- Prior supervision of a horseback riding program similar to the camp.
- Experience in supervising other horseback riding staff is preferred.
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check.
- Ability to schedule and supervise staff.
- Knowledge of the Girl Scout program preferred

#### **COMPETENCIES**

- Customer Focus
- Conflict Management
- Behavior Management
- Teamwork Orientation
- Youth Development
- Activity Instruction
- Risk Management

#### **WORK ENVIRONMENT**

Operates in a professional camp environment and will live on site. This role occasionally uses standard office equipment such as computers and phones. Ability and willingness to work in various activity areas within camp (horses, archery, campfire, waterfront, hiking, etc.) in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property to assist campers in their activities. Will spend majority of hours each day standing and interacting with children.

#### **WORK SCHEDULE**

- Position requires flexibility with schedule, typical schedule is Sunday through Friday
- Position requires living on site and working evenings.

#### **SUPERVISORY RESPONSIBILITY**

This position oversees the Equestrian Assistant.

#### **COMPENSATION**

- Room and board
- \$70 per day (position requires a 6-day workweek)

#### **LOCATION EMPLOYMENT DATES**

Camp Merrie Woode: June 10<sup>th</sup> through August 31<sup>st</sup>, 2019

Camp Linden: June 14<sup>th</sup> through August 31<sup>st</sup>, 2019, additional days in May/June

#### **EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_