

# **Timberline Ranch Job Description**

## **Barn Manager / Assistant Manager**

### Overview:

Managing the Barn is a key leadership position in the ministry of Timberline Ranch. The Barn Manager is responsible for the operation of the barn program and the care of all Timberline animals throughout the entire year, as well as ongoing Christian discipleship of Barn staff. The position includes planning, staffing, and ensuring the safety and excellence of all horse and animal related activities occurring at Timberline Ranch.

### Qualifications Desired:

1. A heart for God, for people, and for camp ministry
2. Gospel-oriented and mission-minded
3. Conscientious and responsible, with demonstrated high standards of ethics and integrity.
4. Strong interpersonal and communication skills, with the ability to remain calm and kind under pressure.
5. A high degree of organizational skills; able to multi-task and solve problems.
6. A bachelor degree or equivalent in a related field.
7. A minimum of five years in camp leadership or related experience.
8. Self-motivated and able to work extremely well in a team.
9. Proficiency in the use of farm equipment (such as tractors, manure spreaders, harrows, and hay wagons), hand tools, and computers.
10. Understanding of the handling of horses and their medical and nutritional needs.
11. Ability to teach and train barn staff.
12. Certified by CHA or able to attain such certification.
13. A valid BC driver's license; experienced in pulling a trailer.
14. Current first aid certification (preferably OFA2 or higher).
15. In good physical shape and able to lift reasonably heavy objects, such as hay bales.

### Responsibilities:

#### **A. Animals & Facilities**

1. Ensure that all animals (horses and Petting Zoo) are well fed, well cared for, and exercised as needed.
2. Supervise the breaking and training of all new horses.
3. Ensure that the barn and Petting Zoo are kept to a good standard of cleanliness.
4. Ensure that all tack is kept clean and in good repair.

5. Cooperate with the Maintenance department to ensure that riding trails, areas in and around the barn, pastures, and fences are maintained and kept in good condition.

## **B. Staffing**

1. Be responsible for the overall training of all barn staff and volunteers, ensuring that there is always a strong pool of qualified wranglers available.
2. Ensure that farrier(s) and vet(s) are available as needed.
3. Help recruit and select staff and volunteers as needed, including seasonal staff.
4. Ensure that the barn is an enjoyable place to work and serve.
5. Lead and teach by example wherever possible (this is not an office position).
6. Provide training and testing for wranglers in order to promote Lead, Tail, and Side wranglers as appropriate.
7. Schedule all barn staff and volunteers, ensuring that their schedules are provided to them in good time and that the office is aware of days worked and days off.

## **C. Program & Administration**

1. Be responsible for the purchase of all animals, feeds, tack, and supplies for the barn programs.
2. Ensure that safety standards, both Timberline and CHA, are adhered to at all times by all barn staff.
3. Be responsible for the running of all horse-specific seasonal camps.
4. Keep current records of purchases, horses, feeds, tack, shoeing, and incident reports.
5. Monitor all ongoing expenses, working within budget guidelines.
6. Prepare an annual budget for the barn department.

## **C. General**

1. Know, follow, and enforce the standards of Timberline Ranch, as laid out in the staff manual.
2. Attend all staff meetings and manager meetings as scheduled.
3. Complete monthly reports and an annual report as required, and complete all other paperwork as required by the Executive Director.
4. Help out in the overall work and mission of the Ranch as needed.

Reports To: Executive Director

Salary: Negotiable, based on experience and education.

Benefits:

Includes medical and a group insurance plan (after probationary period), plus many perks such as meals and staff events. Housing may be also available (if single).

\* This Position has a 6-Month Probationary Period and 3-Month Review \*

Contact:

Please contact Dobson Reid, Assistant Director at [dobby@timberlineranch.com](mailto:dobby@timberlineranch.com), or 604-463-9278, extension 22.