

Barn Staff of SAFE Harbor Stables Job Description

Barn Staff are responsible for managing the day-to-day barn, volunteers, and horse care needs. The Barn Staff reports directly to the Operations Director, and works closely with that person to ensure the ongoing health and comfort of the SAFE horses. The tasks require an individual who has both horse knowledge and experience, preferably with rescue type horses, managing volunteers and helping with facilities maintenance and repairs. This role also requires managing and delegating responsibilities to key volunteers of the Barn Staff's choosing and training to help complete tasks.

A. Daily tasks

- Dropping Hay 8am and 3pm daily, visual check on the entire herd.
- Administering medications.
- Handling the “difficult” horses for volunteers – getting them out of their stalls to turnout or cleaning the stall if they cannot be taken out.
- Delegating help as needed from volunteers for extra farm tasks / jobs.
- Transferring manure from “poo bunker” to removal bin.

Barn Duties (9-11am)

- Oversee AM chore shifts, including turnout, barn and stall cleaning, prepping hay and grain for evening, and staging feed for night check.
- Lead the 9am shift meetings with volunteers

Barn Duties (3-5pm)

- Bring horses inside from daily turnout to their stalls in the afternoon
- Ensure that evening hay, grain, and water has been set up correctly in stalls, and that night check hay has been properly staged. Direct volunteers to prep AM hay in turnout areas
- Lead the 4pm shift meetings with volunteers

B. Organization Safe Harbor Stables

- Keeping barn running smoothly; preparing for horses moves to and from: foster, training, adoption and intakes. (Includes: stall shifts, hay and grain instructions, keeping feed cards and name/information cards current and relaying information to the volunteers in an easy and legible manner)
- As needed giving tours, welcoming and answering questions of guests.
- Keeping the property/barn “tidy” and well maintained per our lease agreement, reducing clutter and in preparation for special events/tours.

C. Managing & Training Barn Assists & Volunteers–

- Creating consistency in daily tasks. If changes occur during your shift, this information should be shared with the other staff via Teams.
- Barn Staff is responsible for letting the Operations Director know if they are going to be absent. They should attempt to find coverage by from either another barn staff member standing in for them or a lead assist volunteer.
- Be in communication with the Volunteer Coordinator about short shifts. If you are aware that a shift will be short please make this known so that the Volunteer Coordinator can request help. If the shift is short members you are responsible for covering the shift “holes” yourself.
- Working with shift leads to train, teach new procedures, communicate needs of the horses and answer questions of volunteers.

- Level 1 Program: Training and graduating volunteers based on the requirements set out by of the program.
 - Conflict resolution and problem solving with volunteer concerns.
- D. Facilities Maintenance/Care Management—**
- Maintenance: removal of toxic weeds and any other facilities projects as directed by the Facilities team and Operations Director.
 - Helping with Work Parties following instructions from the Work Party/Facilities Manager.
 - Assisting in set up for clinics or other special events.
 - Arena and round pen maintenance.
- E. Medical Assistance for Herd Health Manager**
- Following instructions laid out by Herd Health Managers for horses requiring medical assistance.
 - General appointments are scheduled Monday through Friday:
 - Holding for the farrier and helping with difficult horses.
 - Holding for dentals, vaccines and doing sheath cleanings as needed while under sedation.
 - Attending some lameness exams on a case-by-case basis.
 - Hand walking and administering care to rehabbing or injured horses.
 - Updating the Herd Health forum on Teams with procedures performed for record keeping etc.