

# Notice of Vacancy

## Barn Manager

REPORTS TO: DEAN OF THE SCHOOL OF EQUINE STUDIES

STATUS: FULL-TIME, EXEMPT, SALARIED

Lake Erie College, a small, co-educational, four-year, independent liberal arts college located in Painesville, OH, 30 miles east of Cleveland, invites applications for the full-time position of barn manager. The barn manager bears primary responsibility for the health, well-being and directed use of the equine population at the College.

### RESPONSIBILITIES:

#### General Responsibilities for Health and Wellness of Horses

- Provides for all aspects of general health care to school - owned horses and training horses:
  - Schedules and oversees all necessary preventive health care and treatments, coordinating with the dean on specific needs of the horse population.
  - Evaluates horses daily for injuries, illnesses, and appropriate foot care.
  - Evaluates horses weekly for body condition score and general wellness.
  - Monitors and implements appropriate exercise programs for each horse.
  - Schedules and implements turnout of horses.
  - Schedules appropriate rehabilitation and exercise of horses returning to work following illness or injury.
  - Schedules and assists the equine dentist, veterinarians and farriers in the appropriate care of horses, both emergency and non-emergency, as needed.
  - Keeps accurate and timely records of preventive health care and treatment of all horses.
    - Records must be legible, organized, accessible and kept up to date.
    - Records include but are not limited to new and chronic health concerns and treatments, Coggins tests, vaccinations, deworming and fecal results, dentistry, farrier work.
  - Manages feeding program (hay, grain, and supplements) to control BCS and well-being of horses.
  - Oversees the implementation and delivery of all daily medical treatments (oral, injectable, and feed top dressings) and ancillary care to entire herd seven days a week.
- Rehabilitates previously injured horses to get them back to work on a timely and appropriate schedule.
  - Oversees and ensures that horses are clean and well-groomed, including manes, tails, feet, and body clipping as needed.
  - Carefully evaluates and cares for all horses arriving for donation trial, lease trial and training horses. Acts as the primary communication point person for all donation trial, lease trial or training horses while here at our facility.

- Oversees the arrival and departure of donation trials, lease trials, training horses and retirees.
- Maintains inventory of all pharmaceuticals required for horse care under the supervision of the dean or prescribing veterinarian.
- Monitors fencing, gates and the condition of footing and amount of grass in all turn-out spaces.
- Maintains and posts appropriate lists of horses available for recreational riding and keeps records of students' rec riding as needed by the dean.
- Serves as a site supervisor for students working as interns for academic credit in the barns.
- Serves as vacation relief personnel and cross-trained support personnel for the boarder barn manager.
- Assists the dean of equine studies in the efficient scheduling of work and activities of all barn staff and in supervising and directing the work of the barn staff.
- Is able to lift 60 lbs and handle horses of diverse sizes and temperaments, ensuring the best possible safety and efficiency for horse and people.
- Attends equine faculty/staff meetings as requested by the dean of equine studies.
- Vacation time shall be scheduled in advance with the Dean.
- Performs other duties as requested by the dean of the School of Equine Studies.

#### **Responsibilities for Support of Riding and Instruction**

- Coordinates and monitors required student “barn hours” for academic classes. Assists and instructs students in the completion of assigned barn hour tasks and assigned bandaging tasks.
- Monitors/assists students in all activities associated with classes relating to hands - on activities, such as preparing horses for riding classes, cooling out horses, grooming horses after riding, cleaning tack and other class activities.
- Assists with riding evaluations, prepares horses for use in riding evaluations and assists with assessment of riding class placement of students.
- Works with the director of riding in the efficient and appropriate allocation of horses for use in riding classes, team activities, horse shows and other events and activities.
- Works cooperatively in the evaluation of horses being considered for donation to the College or retirement from the riding program.

#### **Responsibilities for Tack and Equipment**

- Maintains inventory of equipment and supplies associated with class activities and the horses (saddles, bridles, girths, pads, grooming equipment, blankets, coolers, clippers, etc).
  - The safety of all equipment must be the highest priority.
  - Items not in use should be considered for tack sale or donation.
- Monitors and signs out tack and equipment for student use during horse shows.
- Keeps all equipment and supplies clean, neat, laundered, sorted, and neatly stored.
- All offices, tack rooms, medical rooms, storage areas and laundry rooms should be kept clean, neat and in exemplary order always.
- Checks all barns and arenas for College - owned equipment daily.

**Responsibilities for Fiscal Management**

- Maintains weekly horse inventory of all horses on the property: College-owned horses, leased horses, trial horses, training horses, faculty and staff owned horses and all boarded horses.
- Consults with the dean whenever possible regarding the scheduling of veterinary care and both emergency and non-emergency treatment of horses.
- Prepares weekly grain and hay orders, reporting to the dean.
- Prepares grain and hay budgets as needed, reporting to the dean.
- Prepares pharmaceutical orders for approval by dean of equine studies or prescribing veterinarian.
- Prepares nutraceutical and supplement orders for approval by dean.
- Prepares equipment and supply orders for riding instruction and care for approval by dean.
- Prepares timely annual repairs for blankets, clippers, saddles, bridles, and other tack needs.

**PREFERRED QUALIFICATIONS:**

- Possesses a Bachelor’s degree in equine facility management or related field.
- Acceptance into a Lake Erie College graduate program required.
- Possess excellent time management and interpersonal skills.
- Skills in Excel and Word and Google applications are required.
- Some evening and weekend work is required.
- Some emergency on-call duty is required.

**APPLICATION PROCESS:**

Qualified candidates should submit a letter of interest, resume and three professional references either (1) via email to [humanresources@lec.edu](mailto:humanresources@lec.edu), (2) online at [www.lec.edu/employment-at-lec/](http://www.lec.edu/employment-at-lec/) or (3) to Barn Manager Search, Lake Erie College, 391 W. Washington St., LEC Box 358, Painesville, OH 44077. Review of applications will begin immediately and continue until the position is filled. Subject to a criminal background check prior to employment. Learn more at <https://www.lec.edu/employment-at-lec/>. EOE

**THE COLLEGE:**

As one of the oldest institutions of higher learning in Ohio’s Western Reserve, Lake Erie College is proud of its long heritage. From its start as a female seminary, in the Mount Holyoke style, to the coeducational institution it is today, the College has been a leader in higher education for over 160 years. Offering both undergraduate and graduate degrees, the College fosters an environment of engagement, empowerment and self-evaluation in a diverse world, for both students and employees. We offer a rich menu of employee benefits in retirement, health, education and more, affirming the value we place in our employees.

**MISSION STATEMENT:**

Lake Erie College provides an excellent, inclusive, and highly personalized education grounded in the liberal arts tradition. Guided by hope and care, our students are empowered to lead lives of personal significance and professional success as global citizens.