



Job Title: Barns Instructor and Summer Horse Care Assistant
Pioneer Lodge, Sundre
(4 - 6 month position)

Note: This position has the opportunity to become a 6 month position running from May to October.

Overview: The Program Instructor will work with a team of program instructors and rotate through various program, maintenance, administrative, and cabin leading (summer only) responsibilities. Depending on interests and strengths of each program instructor, they may focus on a certain area of responsibility.

BARNs INSTRUCTOR

Purpose: To enable a strong, safe, and successful riding program that inspires all participants to know and love Jesus through riding & horses. To care for horses, tack, and facilities in a way that demonstrates stewardship.

Reports to: Herds Manager, Team Leader, and Lodge Summer Director

Responsibilities:

Barns Instructor Duties:

Equipment & Facilities:

- Keep the barn and arena area clean and organized
- Keep all tack clean and organized
- Assist Herds Manager in care for facilities and other equipment

Horses:

- Assist in care of horses as directed
- Be aware of and record concerns around each horse so that you can ensure safety, and assess where they should be put in the riding program – report problems to Herds Manager
- Assist in dealing with problem horses – make recommendations regarding safe usage
- Ensure horses are where they need to be on a day to day basis – Assist in transportation of horses as necessary

Riding Program:

- Demonstrate leadership reflective of Godliness and Pioneer values
- Enable trail ride safety & efficiency by ensuring horses are bridled and in arenas, barn welcome and rules are clearly communicated, demonstrations are well done, and all trail rides get safely out of the barn and back into the stalls

Pioneer Camp Alberta – Pioneer Lodge
Box 660, Sundre, AB, T0M 1X0
P: (403)638-2660 / F: (403)638-4041

lodgeinfo@pioneer camps.ab.ca / www.pioneer camps.ab.ca

Barns Instructor and Summer Horse Care Assistant Job Description, Pioneer Lodge, 4 - 6 month position 2020



- Assist in the Education and training of staff around Horse care and riding and teaching skills to ensure safe and quality programming at the barns.
- Ensure that barn policies and procedures are followed and implemented
- Demonstrate, teach, lead and train horsemanship skills that meet goals and care for horses well
- Be available as a resource person to camp directors, upon discretion of supervisor
- Be an Out-trip resource on summer out-trips
- Be a learner – seek expert help in areas of horsemanship and leadership

SUMMER HORSE CARE ASSISTANT

Reports to: Herds Manager

Purpose: Assist the Herds Manager with all aspects of their job.

Summer Horse Care Assistant Duties:

Essential Job Responsibilities:

- Assist the Herds Manager with all aspects of their job including:
 - Maintaining and improving herd health and welfare
 - Assisting with hoof care, tack repair and fit
 - Tack buying and selling
 - Assisting in training and supervising short-term wranglers
 - Assisting in running the riding program

Primary Duties: Tack repair and fit, basic fence and trail maintenance, training and handling horses, participation in activities that directly and indirectly affect the welfare of Pioneer Camp Alberta's horse herd (such as administering medicine, hoof care etc.)

Secondary Duties: Assisting in spiritual development in interested wranglers and participants, assisting in equine activities with summer camp and year round activities, assisting in wrangler training and supervision.

NOTE: *The Summer Horse Care Assistant is not responsible for euthanizing horses, hiring employees, organizing events or programs or using the tractor except under times when the Herds Manager and Summer Riding Director are indisposed and the exceptional extremes of the circumstance demand immediate action for the health and welfare of the horses or staff of Pioneer Camp Alberta. In such a circumstances, it is expected that the Summer Horse Care Assistant will do everything possible to contact appropriate individuals.*

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Program Duties:

- Assist in program implementation and evaluation:
 - Learn each area of program in order to lead safely in that area
 - Excel in an area of focus and develop your skill and creativity in leading that area
 - Take initiative in the learning process, ask questions, and understand own limits
 - Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting

- Assist in the care and maintenance of program materials, equipment and supplies:
 - Ensure that equipment is in good working order in each area you lead
 - Repair or report any equipment that is damaged or needing replacement
 - Ensure that all equipment is returned to its storage space and secure
 - Ensure that keys are returned to their storage place
 - Learn to repair various program equipment as needed

General Duties (related to being part of the Spring/Summer/Fall Program Team):

- Clean up what you use: kitchen, dish-room, laundry, common areas, and personal living space
- Ask Supervisor or Team Leader about having visitors
- Attend team prayer times and Bible studies
- Return tools or equipment you use to the place you got it
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Be prepared and on time for duties, group activities and meetings
- To be an active participant in leadership and skill development opportunities
- Be willing and able to step in serving at meal times and doing dishes on a rotational basis throughout the season
- Be willing and able to participate in various areas of camp site/facility area clean-up as assigned/needed on a rotational basis throughout the season
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season
- Be willing and able to lead evening program and campfires throughout the season

Requirements:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Teachable, helpful, friendly, hard-working, maintain a positive attitude, reliable, flexible, and a team player
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

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Job Specific Qualifications:

- Previous camp experience
- Understanding of what it means to serve in a camp context
- Excellent interpersonal skills, time management skills and have a
- Good understanding of equine behavior, equine care and welfare, equine first aid, camp riding culture and equestrian physiology
- Ability to work positively with people of all ages, while teaching people about Christianity and horses
- Physical stamina and strength required for lifting up to 50 pound saddles onto a horse's back, riding outside up to eight hours a day, and trimming two or more horses a day.

Length of Position: April 28 - August 30, 2020 OR April 28 – October 31, 2020

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