

YMCA of Middle Tennessee Job Description
Hourly / Non-exempt

PAY GRADE
Starting at \$120.00 Daily Rate

TITLE: Assistant Equestrian Coordinator (Summer Seasonal)

DEPT: Camp

CENTER: Joe C. Davis YMCA Outdoor Center

Position Summary:

Consistent with the Christian mission and vision of the YMCA of Middle Tennessee, and in cooperation with other YMCA staff, under the direction of the Equestrian Director, the Assistant Equestrian Coordinator is responsible for the direct supervision, control, organization, and scheduling of Equestrian Programs and supporting services at YMCA Camp Widjiwagan areas. S/he will be responsible for the maintenance of the barn, tack and herd and ensure the camp's daily program is run efficiently through detailed supervision and objective decision making.

Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Arrive to work on time, in uniform and ready when shift begins
- Organize, plan, schedule and coordinate equestrian programming during Camp Widjiwagan summer sessions
- Supervise and train equestrian counselors in equestrian procedures and camper experience
- Ensure all equestrian staff facilitate activities, trail rides, and riding lessons effectively and safely
- Be alert to program safety factors and potential hazards; prevent accidents and minimize or eliminate hazardous situations; report any problems or hazards to the Equestrian Director or Executive Director
- Lead and/or assist in trail rides ensuring timely departure and arrival as well as all campers and staff follow safety regulations
- Know, adhere to, and enforce all YMCA rules and policies
- Oversee the appearance, presentation, and working order of the barn and equestrian area
- Ensure the safety of all youth and guest at all times while meeting the individual needs of the participants in a fun environment
- Assist Equestrian Director in caring for all horses and reporting/assessing any injuries or abnormalities
- Follow all rules and safety regulations as set forth by the center
- Maintain positive relationships with YMCA staff, guest, and camp participants

Qualifications:

Passion, enthusiasm, and commitment to the mission and cause of the YMCA
Superior supervisory skills and an enthusiastic personality with the ability to inspire and motivate staff, volunteers, members and participants to create a culture of service within our Centers
Strong interpersonal and communication skills and the ability to relate effectively to diverse groups of people from all social and economic segments of the community

- Excellent communication and organization skills
- Ability to work on a team and willingness to work outdoors
- Ability to understand the needs of campers and to place these needs ahead of his/her own
- Ability to think in the abstract, solve problems, make decisions, instruct, evaluate, lead others
- Minimum 18 years of age; high school diploma or equivalent required
- Minimum two years horse-riding experience or one year of leadership experience required
- Experience with equestrian or herd care required

Certifications Required:

- Before start of 1st shift: New Hire Orientation Certification
- Within 30 days of hire or before first shift with children (whichever comes first): Basic Life Support, First Aid; Camp Staff Training Orientation

Information Security and Sensitivity Conditions:

- This position requires elevated security permissions (administrative) to one or more systems which store or maintain sensitive and/or confidential information
- This position requires access to sensitive and confidential information
- All system activity performed by individuals working in this position is subject to periodic system audits
- This position may be subjected to privileged information such as organization changes, staffing changes, security events or other sensitive communications and is expected to protect and keep sensitive or confidential communications and/or information private
- Failure to comply with any security and/or sensitivity related duties as defined in this section will result in disciplinary action which may include termination

While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; see; talk or hear; taste or smell. S/he must be able to lift up to 50 pounds. S/he may be exposed to weather conditions prevalent at the time. S/he must be able to walk and stand in an indoor or outdoor environment for extended periods of time. The noise level is usually minimal to moderate.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Middle Tennessee reserves the right to review and adjust this job description as business needs dictate.

Employee Signature:

Date: