



Job Description

Job Title: **Barn Manager**

Classification: **Exempt**

Reports to: **Associate Executive Director**

Position Purpose:

The mission of Wildwood Ranch (WWR) is "to facilitate transformation by connecting children and families to God and His creation." WWR is an evangelical Christian community offering retreats, conferences, summer camp programs, Outdoor Education programs, team-building experiences and adventure challenge experiences.

The main purpose of the Barn Manager is to further the mission of WWR through the planning and delivery of program activities and events at the barn and nature center. Primary duties will include the design and delivery of program activities that are safe, fun and appropriate to the campers' age and abilities. Operate the barn in a manner consistent with the overall camp program under the supervision of the Associate Executive Director.

The WWR barn manager will oversee the proper care of horses, supervise employees, and assist in the maintenance of buildings, fencing and grounds.

Essential Job Functions:

1. Deliver a fun program to campers.
 - Ensure lesson plans are prepared and implemented that meet camper outcomes and the abilities of the campers.
 - Evaluate and document staff's ability to deliver program to campers.
 - Deliver progressive program activities.
 - Evaluate the success of the program and the development of the campers' abilities and skills in various horse / petting farm and nature center activities.
 - Coordinate all camp program activities with other staff at the direction of the Program Director.
 - Responsible for the development and implementation of spiritual applications to all program areas.
 - Seek to make spiritual formation a focus at the barn with the staff, junior wranglers and the campers.
 - Assist Facility Director in annual hay procurement and storage.
2. Ensure that camp staff and campers know and follow safety and educational procedures during barn and nature center programs.
 - Assist in the planning and implementation of staff training.
 - Provide guidelines for programs utilizing camp equipment.
 - Ensure campers and staff follow safety procedures in all program areas.

- Ensure staff are following and implementing ACA guidelines, State standards, and proper safety procedures in all daily activities and program areas.
3. Assist in the management and care of the physical facilities and equipment.
 - Oversee daily checks of barn, petting farm and nature center areas and equipment for safety, cleanliness, and good repair.
 - Ensure that program areas are kept free of hazards and debris.
 4. Supervise and evaluate Barn Staff to develop and implement all facets of camp program activities.
 - Regularly monitor work of staff.
 - Provide feedback and guidance to staff.
 - Provide recommendations and concerns to Program Director regarding staff performances.
 5. Assist in developing and implementing schedules and records for all horse related areas of the camp program and facilities.
 - Assist in creating camper schedules in the areas of all horse camps and rental groups use of the horse program.
 - Assist in developing and supervising staff schedule for overnight programs and activities.
 - Collect and evaluate records; report and evaluate horse camp program and any other horse related activity areas.
 6. Daily ongoing Care and Feeding of all animals (horses, petting farm animals and nature center animals).
 - Feed horses daily
 - Muck out stalls / maintain clean areas
 - Turn out horses to paddocks.
 - Assist with veterinary treatments and farrier services
 - Supervise employees
 - Cultivate and maintain a list of qualified volunteers / contract employees.
 - Order supplies, equipment, and feed.
 - Organize and maintain a clean work environment at the barn and petting farm.
 - Schedule lessons.
 - Repair broken fence boards and equipment such as automatic watering machines.

Other Job Duties

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Provide ongoing programming ideas to programming team, counseling and activity area staff.
- Participate in continuing educational opportunities to further knowledge and experience as a camp professional. A minimum of 10 hours annually required, 5 of

which can be acquired from attending one of either the ACA Conference or Michigan CCCA conference. Hours must be documented with CEU's or a narrative of conference / class / notes.

- Obtain and maintain proper certification with Camp Horsemanship Association or other reputable certification agency.
- Maintain the barn and nature center programs in ongoing compliance with all Michigan Camp Licensing Rules and the American Camp Association Accreditation Standards.
- Possess a willingness to be trained in other related skills beneficial to the camp program (i.e. archery, lifeguarding, high adventure, etc.).

Year Round Duties:

- Primarily responsible for recruiting all barn staff and nature center staff.
- Shared responsibility for the traveling to recruit seasonal staff.
- Assist with hosting rental groups (including weekend rental groups and outdoor education groups).
- Assist in maintaining buildings and activity areas as assigned.

Relationships:

The Barn Manger reports directly to the Program Director and (with regards to buildings and facilities) the Facility Director. The Barn Manger will work closely with the Guest Service Coordinator to provide excellent and timely customer service to our guest groups.

Qualifications: (Desired Qualifications and Experience)

- Bachelor degree in a related field of study or
- Experience in a similar role at a similar camp.
- Experience in the development and delivery of programs and activities for similar population.
- Current Certified Horsemanship Association instructional certification or extensive related experience.
- Current certification in first aid and CPR.
- Experience and/or certification in facilitating high adventure programs; specifically, in high ropes, zip lines, etc. (or willingness to obtain)

Knowledge, Skills, and Abilities:

- Training and experience in teaching programs to youth and children.
- Desire and ability to work with youth outdoors.
- Desire to work at a faith based and non-profit camp that serves a blended population of youth from various races, ethnicities, socio-economic statuses, etc.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skills levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physically able to obtain certification as a Certified Horsemanship Association instructor / facilitator.

Some physical requirements of a program position could be endurance including standings, some bending, stooping, and stretching. Requires hand-eye coordination and manual dexterity to manipulate program equipment and program activities. Must be able to lift and carry hay bales regularly. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live and/or work in a camp setting and work irregular hours delivering programs in the facilities available. Operate with daily exposure to the sun and heat and/or extreme cold (varying weather conditions).