



Horse Training & Management Work-Study Positions

Position: There are six job types available to work-study in the HTM Department. They include: office help, stall cleaner, manure pit cleaner, facilities custodian, stall maintenance, and hay crew.

Office Help:

The duties of this person are to help with quick books, mailing, and other office duties. Also, they will be calling clients to confirm horses coming to the program. They will work with the instructors to summarize the barn book and invoices. They will also help with recruitment, and organizing interview days. This person will be shared by all three instructors. He or she must be attention detailed, self-motivated, punctual, and trustworthy.

Stall Cleaner:

These individuals will be responsible for caring for and cleaning at least six stalls and horses, possibly seven days a week for the instructors. They will also be responsible for caring for and cleaning stalls for students who are absent from class that day as requested by the instructors. He or she must be attention detailed, self-motivated, punctual, and trustworthy.

Manure Pit Cleaner:

The duties of these individuals will be to push up and haul manure out of the pits. This is an everyday task. With 95 stalls keeping the pits pushed and hauled out will be essential. Duties will also include the emptying of outside and inside trash containers. These individuals will be required to take the tractor driving training. He or she must be attention detailed, self-motivated, punctual, and trustworthy.

Facilities Custodian:

Duties will be to clean the demonstration room (vet room), empty all trash cans and general pick-up in the arena and stall areas. This person will also work with ground in all arenas. They will be required to take the tractor driving training. He or she must be attention detailed, self-motivated, punctual, and trustworthy.

Stall Maintenance:

This person will be responsible for maintaining all stalls in the large barn and block barn. This will include replacing boards, attaching feeders, repairing doors, oiling stalls, and keeping twine picked up. This person will also be asked to paint panels, fences, etc. and water arenas. Also they will maintain and update stall labels of owners and students. He or she must be attention detailed, self-motivated, punctual, and trustworthy.

Hay Crew:

These individuals will be responsible for keeping all hay storage areas full for feed crews. They will also keep track of the hay hauled and help with the duties of

setting up cutting pens, and keeping good ground in the eight round pens. It is estimated that approximately 180 bales per week will be needed. They must be physically able to lift 60-90 lbs bales. These individuals will be required to take the tractor driving training. He or she must be attention detailed, self-motivated, punctual, and trustworthy.

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Finalists are subject to pre-employment background checks.

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