



KANSAS 4-H

FOUNDATION

Equine Program Manager Rock Springs Ranch

General Description:

This position is responsible for the care of the horse herd and equine program development & implementation at Rock Springs Ranch, which is owned and operated by the Kansas 4-H Foundation. The ideal candidate would possess a high level of organization skills, knowledge of horses and pasture management, and have proficient communication skills.

The Kansas 4-H Foundation is the 501(c)(3) fundraising arm for Kansas 4-H, the state's largest positive youth development program, as well as Rock Springs Ranch, the state 4-H camp and conference center. The Foundation works with businesses, organizations, individuals and families who share a common desire to support a statewide effort of growing future leaders. Rock Springs Ranch is a 735-acre property located in the heart of the flint hills and is accredited by the American Camp Association.

Primary Responsibilities

- Ranch & Herd Management:
 - Day-to-day care and support of the horse herd; feed, first aid, grooming, etc and keep horses conditioned
 - Update and follow Herd Management, Trail Management & Pasture & Barn Management Plans outlined by managing director
 - Manage pasture rotation and water management to preserve our natural prairie surroundings
 - Identifying health and behavioral changes of the herd and communicating with staff any changes in care and/or procedures
 - Turning out and moving of horses as needed
 - Ensure equipment maintenance and safety
 - Ability to learn and handle basic machinery needed to perform job (e.g. skid steer)
 - Basic handy work and repairs; mending fence, repairs around barn, etc.

- Develop & Enhance Equine Program:
 - Coordinate and help teach riding and ground lessons
 - Work with all guests to provide a combination of trail rides, pony rides, horse meet & greets, etc.
 - Train and supervise one full-time staff member and seasonal Wranglers/Barn Staff
 - Maintain and update Horse Barn Handbook and Horse Guide for staff training

- Administration:
 - Build and monitor the equine budget
 - Scheduling of staff to support horse programming with feeding, vet and farrier visits, etc.
 - Maintain herd and program records
 - Assist in producing special events and programs

- Hospitality Management
 - Serve in an on-call rotation as RSR customer service contact for guests during their stay
 - Assist Conference & Retreats Associate Director as needed
 - Other duties as assigned by the managing director

Requirements

- Bachelor's degree in animal science, equestrian science or equine administration or 5 years of recent related work experience
- Valid driver's license and ability to drive with a trailer
- Basic computer skills in Word, Excel and navigating the Internet
- Certified Horsemanship Association Level 2 or the American Association of Horsemanship Safety Certification, or higher certification(s). Or ability to obtain within first 90 days of employment
- Current certification in American Red Cross First-aid and CPR, or ability to obtain certification
- Minimum of two years giving instruction in horseback riding
- Minimum of two years caring for 15 or more horses in a herd environment
- Successful completion of criminal background check, drug test, and physical strength test.

Qualifications

- Ability to be flexible and adapt to changing priorities, work on multiple projects concurrently, prioritize own workload, and consistently meet deadlines.
- Ability to work effectively under periodically stressful and difficult customer service conditions.
- Professional, well-developed interpersonal and communication skills.
- Self-driven, proactive, energetic, and enthusiastic personality.
- Strong conflict resolution and customer service skills.

Benefits

- \$35,000 - \$45,000
- Private onsite housing, utilities and meals provided when group is on site
- Medical and dental insurance
- Paid Time Off (PTO) including parental leave
- 403b retirement plan with employer contribution and matching
- Be a part of a positive and energetic work environment.
- As the largest positive youth development organization, we value continuous learning and professional development opportunities.

Application and Interview Process

Email a resume and cover letter to Letha Causby, managing director at Rock Springs Ranch, at lcausby@rockspringsranch.org or call 785-257-3221. After reviewing applications, qualified candidates will be contacted for in-person interviews.