

Camp Ondessonk Position Description

(Updated 6/15/10)

TITLE: EQUESTRIAN DIRECTOR, Camp Ondessonk, Catholic Diocese of Belleville, IL

IDENTIFYING INFORMATION

Status: Full-time, exempt employment status

Office: Ondessonk Stables.

Department: Camp Ondessonk, Catholic Youth Camp, Diocese of Belleville, IL

Reports to: Camping Services Director, Camp Ondessonk

PRIMARY FUNCTIONS OF POSITION

The Camp Ondessonk Equestrian Director will be responsible for the development and implementation of the Camp Ondessonk Equestrian Program. Position will also include the care and management of a herd of 70+ horses, a large stable facility, multiple riding arenas, and 100-acre pasture.

MAJOR RESPONSIBILITIES AND ACTIVITIES

The Equestrian Director provides oversight for all aspects of the Camp Ondessonk Equestrian Program.

- Provide a fun, safe, and effective riding program for summer youth campers and for all-ages during fall and spring equestrian programs.
- Care for, maintain, evaluate, and train a year-round herd of 70+ horses.
- Knowledge and ability to provide first-aid and emergency care for both human and horse.
- Maintain and repair the stable facility, pasture fencing, and trails.
- Create and maintain a pasture maintenance program.
- Coordinate spring hay production for winter food source.
- Design and develop equestrian programs that can provide enriching experiences for all age groups year-round.
- Design, publish, and disseminate marketing materials to advertise all equestrian programs year-round.
- Create and maintain the stables operation budget.
- Research and actively pursue supplemental funding such as grants and product donations.
- Develop and grow the Adopt-A-Horse Program to provide consistent monetary donations to the Ondessonk Stables.
- Train, motivate, and supervise summer staff in a positive way, as well as seasonal program staff who work in the Ondessonk Stables during the school year.
- Maintain a positive relationship with Stables volunteers and donors and coordinate Stables volunteer programs.
- Fulfill, maintain, and update operating and safety procedures specified by ACA and CHA.
- Routinely evaluate the Equestrian Program to improve customer satisfaction, staff qualifications, risk factors, and year-round growth.
- Maintain operation, facility, horse and rider records.
- Willingness and ability to provide support and assistance with all programs and activities when needed.
- Respond to, and implement, all emergency procedures for all potential situations.
- Required to attend assigned evening programs during the summer.
- Willingness to be certified by the CHA or like association.
- Ability and willingness to adjust to all camp programs, resources, and conditions.
- Ability to work as a team member with summer and full-time staff.
- Demonstrates mature judgment in a variety of situations including emergencies
- Direct supervision and involvement in scheduling, leading, and evaluating fall and spring overnight horseback rides, riding lessons, school group rides, and Road Scholar programs.
- Willingness and ability to promote all Camp Ondessonk programs, including summer camp promotional school visits.
- Assist in the coordination of all recruiting events, including open houses, camp fairs, etc.
- Coordinate horses and transportation for promotional pony rides.
- Responsible for in-camp duty weekends and for night/phone duties when assigned.
- Work with the Camping Services and Executive Directors in planning the yearly Equestrian Program budget
- Enforce camp rules and regulations; make appropriate administration aware of any problems that go beyond the scope of Equestrian Director.
- Actively role-model Christian behavior to campers by demonstrating respect for God, self, others, and nature.
- Adhere to all camp regulations and policies.
- Other areas as needed.

POSITION SPECIFICATIONS AND/OR REQUIREMENTS

Knowledge: Bachelor's degree strongly preferred, excellent interpersonal and communication skills, enthusiasm and energy, flexibility to work evenings and weekends as needed, willingness to travel to visit prospects, computer literacy in databases and MS Office, working knowledge of social networking connections.

Experience: 2 - 3 years prior experience running multilevel equestrian programs with a minimum of 2 years experience as a primary provider of care and maintenance of a large herd of horses preferred. CHA Level 2 certification (at least) or similar certification preferred. Experience in basic horse first aid and health procedures in the coordination of a herd of horses. Experience in evaluating and purchasing horses as well as horse training and horse behavior correction. Experience in youth camping and youth development. Farrier experience a plus but not required.

Age: Minimum twenty-one (21) years of age.

Contact: Regular contact with Ondessonk's Camping Services Director, summer staff, and individuals working within other Camp Ondessonk departments. During Summer Programming, the Equestrian Director will have contact with summer wrangler staff, camp alumni, volunteers, summer campers, and additional stakeholders.

Complexity: Duties involve both administrative, programming, marketing, herd management, and maintenance functions. The Equestrian Director must be able to make herd and pasture management decisions requiring analysis among a number of alternatives, and must do so in a manner that provides ongoing support to the mission of Camp Ondessonk.

Scope: Leads and manages a large year-round camp equestrian program. Leads, trains, and evaluates staff in a safe and effective manner.

Impact: The scope of the position, whether successful or otherwise, affects the entire organization.

Environment: Outdoor setting involving continuous physical activity. Office is in rustic barn that is not climate controlled.

RESPONSIBILITY FOR QUANTIFIABLE MEASURES

This position supports the Mission and Vision of Camp Ondessonk through the successful implementation of Camp Ondessonk's Equestrian Program. The Equestrian Director reports directly to the Camping Services Director and provides direct supervision to the summer wrangler and summer horse adventure staff. During the school year, the Equestrian Director provides supervision to the seasonal program staff when assigned to the stables. The Equestrian Director will communicate effectively with the program and maintenance departments on an ongoing basis.