

Mt. Gilead Camp and Conference Center
Stable Manager Job Description

rev. 4/23/05

Reports to: Horsemanship Activity Specialist

(Note: At the discretion of the Summer Director, the Stable Manager may also hold the position of Horsemanship Activity Specialist.)

Responsibilities:

1. Oversee the care of the horses in feeding, grooming/bathing, and first aid/treatment of minor illness or injury
2. Oversee the cleaning and maintenance of the tack, stable, corral, turnout, and trails
3. Train and supervise stable staff and corral aides
4. Train and supervise CILTs specializing in stable management
5. Oversee the development of in-camp riding trails: clearing, marking, mapping, maintenance
6. Assist as needed with schooling horses and instructing campers in stable management
7. Attend and assist with pre-camp training
8. Assist with the opening and closing of the horsemanship area for the camping season
9. Maintain the following records:
 - a) Feeding charts
 - b) Equine health records
 - c) Equine progress reports in the areas of grooming, feeding, vices, and ground manners
 - d) Inventory and requisitions
 - e) Maintenance reports

Qualifications:

The stable manager must have previously demonstrated skills in equine care at Mt. Gilead or provide references from a stable manager/owner with whom they have worked in this capacity.

Required skills:

- Experience in and knowledge of equine care
- Ability to supervise others
- Maturity to handle any emergencies that arise
- Time management to ensure that stable staff are able to attend meals/camp activities