

Position Title: Equine Manager



Summary and Purpose: Manage and care for all animals at Milestones, Inc. to ensure a safe, healthy environment for our animals, riders, staff and volunteers.

Requirements: Complete ongoing and as-needed position responsibilities as detailed below.
Consistent attendance is essential.

Reports To: Executive Director

| Area of Responsibility | Ongoing Care |
|-------------------------------|---|
| <u>Description</u> | Maintain and improve the health and well-being of the animals owned by and living on Milestones property. |
| <u>Duties</u> | Feed and water animals as scheduled. Observe animals in order to detect signs of illness, disease, or injury. Ensure a clean, safe environment for all animals by removing hoses, hay strings, and other debris from the ground. Provide supervision and detailed instruction to caretaking staff and volunteers regarding care of animals on Milestones property. Ensure all trash cans are taken to the curb weekly. Keep walkways and stalls clean and free of debris. Secure rooms and containers properly to avoid accidental access by animals. |

| Area of Responsibility | As-Needed Care |
|-------------------------------|--|
| <u>Description</u> | Provide additional care and intervention as needed to ensure the health and well-being of the animals owned by and living on Milestones property. |
| <u>Duties</u> | Contact Executive Director in order to share concerns or secure treatment. Provide treatment to sick or injured animals as directed by veterinarians. Schedule and be present for all veterinary and farrier visits. Mix feed, liquid formulas, medications, or feeding supplements according to instructions, prescriptions, and knowledge of animal. Perform animal grooming duties such as washing, brushing, clipping, and trimming coats. Turn out horses as necessary. As information is needed regarding horses the Equine Manager responds to questions regarding horse history. |

Interested candidates please send resume and cover letters to Executive Director; Susan Kinsella at Info@milestonesinc.org