



Tahoe Donner Association Job Description

Job Title: Equestrian Camp Assistant
Job Code: 041
Department: Equestrian
Reports To: Equestrian Manager
Class Code: 7207
FLSA Status: Non-exempt
Salary Level: Hourly 1
File Name: EQ Camp Assistant.doc
Prepared Date: 4/4/09, updated 4/27/11, 10/17/15, 5/2/17

SUMMARY

Under the supervision of the Equestrian Manager, the Camp Assistant is responsible assisting the Camp Instructor with all aspects of horsemanship camp including preparation, lessons, and administration of the camp, and assisting with care of the horses. This is an entry level position with possibility of advancement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent service to customers, employees, and business partners.

Maintain basic understanding of Western and English horseback riding styles.

Ability to assist the camp instructor with instruction of horseback riding, safety, and care of horses.

Ability to mount, ride and guide horses.

Clean corrals, restrooms, camp rooms and tack room as directed.

Assist with feeding, grooming and caring for the horses and ponies.

Assist Equestrian Manager with other equestrian duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No prior experience or training.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications desirable

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move, remain stationary and communicate.. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance position self close to the ground, crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is regularly exposed to livestock. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE