



## Tahoe Donner Association Job Description

**Job Title:** Pony Attendant  
**Job Code:** 510  
**Department:** Equestrian  
**Reports To:** Equestrian Manager  
**Class Code:** 7207  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 1  
**File Name:** Pony Attendant.doc  
**Prepared Date:** 3/30/07, revised 04/04/09, updated 4/27/11, 4/16/15, 10/24/15, 4/28/16, 5/2/17

**SUMMARY** Under the supervision of the Equestrian Manager, the Pony Attendant is responsible for monitoring parents and children on the ponies and adjusting saddles appropriately. In addition, the Pony Attendant assists with grooming, cleaning, feeding, watering and caring for the horses and ponies. 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.

Provide information on services and safe horsemanship practices to customers.

Monitor parents and children while riding the ponies.

Maintain basic understanding of horses and ponies.

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

Ability to mount, ride and guide 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** One year experience (i.e. riding lessons, volunteer work or owned own horse or pony) around horses and ponies required.

### **LANGUAGE SKILLS**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and communicate simple sentences.

**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 remain stationary; move; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; position self close to the ground, crawl; and communicate. The employee is occasionally required to use sense of smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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