

Rocky Mountain Conference of Seventh-day Adventists

Knowing Christ and Making Him Fully Known

Job Description

Position Title:	Head Wrangler
Department/location:	Glacier View Ranch/Ward, Colorado
Immediate Supervisor:	Activities Director
Supervisory Responsibilities:	Wranglers
Status:	Seasonal Summer Camp Employee
Wage Scale:	Summer Camp Director Wage Scale
Date:	December 5, 2017

The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.

The mission of the Glacier View Ranch Summer Camp Program is to make it as easy as possible for every camper to gain a personal knowledge of God by fostering an authentic relationship with Jesus Christ and with one another through the use of recreation, retreat, and nature-based activities.

Job Summary:

The Head Wrangler is responsible for implementing a successful horsemanship program at GVR that emphasizes safety and utilizes age appropriate lessons that are fun and engaging for campers of all skill levels and abilities. The Head Wrangler must also ensure that the proper care and grooming of the horses occurs on a daily basis. Finally, the Head Wrangler should take pride in the Horse Barn and see to the care and maintenance of corral, fences, and other equipment related to the horsemanship program.

Duties and Responsibilities:

- Develop a program of teaching which will enable those participating to:
 - Understand and care about horses.
 - Be able to care for the basic needs of horses.
 - Be able to ride and handle a horse with safety and confidence
- Follow guidelines in the “Composite CHA Horsemanship Manual” for Safety and Education.
 - Use the CHA Riding Instructor Manual.
- Teach horsemanship classes in the mornings and afternoons
- Coordinate and schedule rides for campers and staff. Understand that these rides may occur on Sundays.
- Develop, review, and/or implement rules that will guarantee a safe environment for those who participate in the horsemanship program. These rules should include, but are not limited to, the following:
 - Ensure that a fully charged radio is taken on every trail ride.
 - Ensure the presence of 2 staff members for every 8 riders.
- Classify each horse as to its suitability for various levels of riding skill. A daily record should be kept in writing to determine if a horse’s temperament is changing. Records should include bucking, kicking, excessive unprompted running, rubbing off riders, etc.
- In correlation with the wranglers, provide daily care for the horses including:
 - Food
 - Grooming
 - Shelter

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- Salt
- Health checks
- Ensure that there is an adequate supply of food for the horses at all times
 - Manage the food inventory and work with Summer Camp director to purchase hay
- Communicate any concern regarding a horse's health or temperament to the Activities Director and Summer Camp Director
- Ensure the Horse Barn and surrounding areas (corral and arena) are properly maintained and kept in a clean and orderly fashion.
 - The corral, barn, and arena must be kept free from accumulated manure.
- Take inventory of Horse Barn supplies at the beginning and ending of the Summer Camp period
- Collaborate with the Activities Director and Programming Director to organize a horsemanship exhibition (rodeo) once a week.
- Perform any additional summer camp related duties as assigned by the Assistant Camp Director, Camp Director or RMC Youth Director.

Performance Factors:

The following Performance Factors are used during the annual review process to determine if the employee is meeting job expectations

- Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, staff, campers, parents etc.
- Wearing the armor of the Fruits of the Spirit, the employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Qualifications/Requirements:

- Be committed to the Seventh-Day Adventist Church and its mission
- Be at least 18 years of age
- Certification or another form of documented training or experience in Horsemanship from a recognized organization is required. This may be:
 - A certificate from a nationally recognized organization or riding school, or,
 - Written verification of successful experience in formal horseback riding instruction.
- Hold certifications in CPR and First-Aid including Blood Borne Pathogens
- Understand Colorado Child Care Licensing Requirements for Horsemanship
- Understand Glacier View Ranch Summer Camp policies, expectations, and safety procedures as outlined in the staff manual
- Competencies (skills and personal characteristics that an individual should possess in order to be successful in this position)
 - Planning/organizing
 - Analytical
 - Critical thinking
 - Time and organizational management

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Typical Physical Demands:

While performing the duties of this job, the employee must be able to stand and/or walk for extended periods of time. The employee must be able to read, speak, and hear. Must be able to effectively communicate in English, both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, run, bend, kneel, reach overhead and may often lift up to 40 pounds. The employee must possess excellent horsemanship and horseback riding skills. The employee is required to use stairs. The employee must be able to respond quickly and rationally in potentially dangerous situations, especially when others are in trouble.

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.

Working Conditions:

The employee may be exposed to unpleasant and noxious fumes and odors. At times, the job may require an employee to be exposed to hazardous work environments. Some jobs require an employee to work where there is a significant chance of injury. Employee is expected to take necessary precautions for all work-related job duties. Essential responsibilities are performed while sitting, standing, kneeling, or horseback riding. This position is highly demanding and requires great flexibility and responsiveness. Tasks are performed in a variety of locations and conditions around the Ranch, including the horse barn, corral, and arena. Additional duties are performed in rugged outdoor areas as well as in indoor facilities such as the lodge and cabins. Indoor work areas are typically well lighted and ventilated; however, the camp is located in the mountains at a high altitude.

Employee will be exposed to the elements (rain, sun, wind, etc.). The position is a full-time, seasonal/temporary role and requires work hours that include evenings and weekends. The workweek is defined as Sunday through Saturday.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description is not an exhaustive list and should not be construed as such. The Rocky Mountain Conference reserves the right to modify this job description as/when needed in order to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Rocky Mountain Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks and responsibilities as outlined in this job description.

Signature

Date