



**Job Title:** Ranch Caretaker

**Reports to:** Executive Director

**Compensation / Benefits:** Annual salary (commensurate with experience), housing, utilities, trash removal, PTO, health insurance and workers' compensation insurance

**Work Schedule:** Full-time, Exempt. Approximately 37.0 hours a week

### **Introduction to Halleck Creek Ranch**

Halleck Creek Ranch (HCR) is a special community of riders, donors, and volunteers that offers high- quality therapeutic horseback riding instruction to people with special needs from throughout the Bay Area. A pioneer in the field of Equine Assisted Activities and Therapies, HCR has operated since 1977 on a historic 60-acre ranch in the hills of West Marin.

### **Position Summary**

Position requires a responsible person who supports the organization's mission. Under the general direction of the Executive Director (ED), the Ranch Caretaker (RC) is responsible for feeding livestock and other ranch animals, managing the overall well-being of the herd, facility volunteer management and maintenance of ranch facilities. He/she may also perform other duties as requested. Some evening and weekend hours may be required. Must have clean DMV record.

### **Qualifications**

- Minimum of five years of experience working directly with and caring for horses
- Must be able to lift 75lbs and walk up to 6 miles a day
- Working knowledge and experience with construction
- Working knowledge of farm equipment, eg. Tractor, Quads, generator
- Experience in towing a gooseneck horse trailer
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- High School degree; proficiency in written and spoken English
- Clean DMV record
- Must pass a background check

## Responsibilities

### Livestock:

- Feed up to 22 horses and 4 goats daily AM (between 6:00 am and 7:30 am) and PM (between 4:00 pm and 6:00 pm).
  - Assess appropriate feed, hay or hay/feed combinations for optimum performance and health
  - Administer daily medications and treatments as needed
- Perform daily wellness checks of all animals – look for unsoundness, wounds, unusual behavior
  - Assess and treat wounds, wrap feet, etc. as needed
  - Consult with ED and Program Director (PD) for emergency vet calls and ranch calls
- Apply fly masks, fly spray, blankets daily or as needed
- Clean paddocks and barn area daily, water troughs as needed

### Property & Maintenance:

- Oversee property and perform regular maintenance of fences, structures, roads, equipment with a focus on safety
- Harrow & maintain arena daily – maintain level, gates & fences
- Manage hay, grain and medication storage; keep hay barn and working areas clean and tidy
- Clean both bathrooms (floors, toilets, sinks, replace paper supplies) twice weekly
- Rotate manure pile as needed
- Distribute Fly Predators during spring/summer/fall seasons
- Dispose of trash once a week to dumpsters
- Ensure ranch truck, horse trailer, tractor, quads, mowers etc. are in good working order and maintained
- Manage fuel supplies and storage for ranch equipment

### Program:

- Supervise and manage facility volunteers. Oversee volunteers with respect to the identification, execution and completion of ranch projects.
- May be asked to help coordinate special volunteer projects.
- Transport horses to special events approx. two times a year
- Exercise lesson horses under the direction and guidance of the ED and PD, including lunging and round-penning

### Administration:

- Obtain approval from ED *prior* to any major expenditures, eg. hay purchases, equipment repair or facility costs
- Maintain horse care calendar and records for medication, deworming, farrier and vaccinations
  - Coordinate appointments and communicate with program staff so horses scheduled for use in lessons are available
- Schedule delivery or pick up feed & supplies as needed
- Maintain written records on equipment & livestock

## **General Policies**

Animals owned by this employee and brought onto HCR ranch property must be approved in writing by the Executive Director. Halleck Creek Ranch adheres to the principals of natural horsemanship espoused by Buck Brannaman and Ray Hunt and tenets of Humane Society of America. Abuse of any animal will result in disciplinary action which could include separation of employment.

Use of the HCR housing is provided as a condition of employment and is required at the convenience of HCR in order to ensure that the HCR property and the animals at HCR are properly and promptly maintained and cared for by the RC to allow the HCR programs to continue to function. The use of HCR housing may not be assigned or otherwise transferred to any other person or entity. HCR housing is restricted to the employee and immediate family consisting of one (1) adult.

RC must obtain his/her own personal liability insurance, HCR commercial liability and property damage covers HCR activities, including those of the RC, but not those of the RC acting outside of his HCR employment responsibilities or others co-living. (A simple renter's insurance, probably available from his/her auto carrier is acceptable approx. cost \$250/year). A copy of that policy must be presented to ED at time of hiring and each year of employment.

*Candidates interested in applying should submit a cover letter, resume and three references to Executive Director, Molly Scannell, [mscannell@halleckcreekranch.org](mailto:mscannell@halleckcreekranch.org). No phone calls please.*