

Volunteer Position Description

Equine Team Assistant

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	12526 County Road 3806, Murchison, TX 75778
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, and Sex Offender Registry
Purpose of the Position	Assist the equine care team with mucking, feeding, grooming, and provide other equine care as needed.
Volunteer Responsibilities	Level One Duties
	Level Two Duties
	<ul style="list-style-type: none"> • Clean/muck out empty horse stalls and holding pens • Scrub water troughs • Stock hay and shavings • Complete yard work including mowing, raking, weed eating, etc.
	<ul style="list-style-type: none"> • Go on patrol with staff through general population to observe the horses • Groom/bathe the horses • Assist with the feeding of horses • Assist with horse quarantine • Learn to halter horses
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 4; volunteers must be able to bend, lift, and stand; involves cleaning and maintaining enclosures, which can be physically strenuous • Mental difficulty is level 2; requires learning and following procedures and protocols • Emotional difficulty is level 3; volunteers may be exposed to emotionally distressing issues, perhaps through learning of a past abusive situation experienced by an equine in our care
Expected Environmental Conditions	All of the work is performed outdoors in all weather conditions which can include extreme heat.
How Often Volunteers Work On-site	All work is performed on site.
Orientation/Training	Orientation includes the following: overview and brief walking tour of the ranch, description of rules, and overview of volunteer opportunities. Volunteers will be trained on the particular aspects and tasks required for their role. Additional training will be provided as needed.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of CABBR and how the program area fits into the larger picture of animal protection • Exposure to the operations and management of an animal care center • Knowledge of equine body language and how to properly care for a variety of equines
Position Start Date	Ongoing
Initial Minimum Commitment	At least four, 4-hour shifts the first eight weeks or 24 hours in the first 90 days. We prefer continuing volunteers to commit to at least one, 4-hour shift each month.
Scheduling Guidelines	Two shifts available: 7:00 a.m.-11:00 a.m. and 12:00 p.m.-4:00 p.m.

Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to work independently, as well as on a team, and use good judgment • Able to learn and demonstrate a familiarity with CABBR's programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS • Knowledge of and/or experience with equines preferred
Restrictions	<ul style="list-style-type: none"> • Volunteers under 18 must have permission from a parent or guardian to participate in our program. Teens 16-17 may work independently after attending the orientation with their parent or guardian. Teens 12-15 can volunteer with a parent or guardian as their partner at all times. • Must have current tetanus inoculation and provide proof of a negative TB titer; vaccination against Hepatitis A & B recommended • Must have reliable transportation and arrive on time for shifts • Must wear appropriate clothing including closed-toed shoes and long pants • Must learn and follow all guidelines and policies of The HSUS and CABBR, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates, as well as a phone for easy communication
Tools/Equipment Provided (including Personal Protective Equipment)	All tools needed to perform work, including gloves
Optional Tools/Equipment	n/a
Supervisor(s)	Equine Lead, Cleveland Amory Black Beauty Ranch
Number of Concurrent Volunteer Openings	One individual or teen-parent team per day
Additional Information	All volunteers perform Level One duties for a minimum of 60 hours before they are considered for advancement to the role's Level Two duties. Volunteers are also welcome to continue on in their Level One duties beyond the initial 60-hour commitment.
Updated	1.6.2017