



Doris Day Equine Center at
Cleveland Amory Black Beauty Ranch

Intern Position Description

Equine Training Intern

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Internship Location	12250 County Road 3806, Murchison, TX 75778
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
Focus of the Internship	Each intern will assist the trainers at the Doris Day Equine Center (DDEC) with the rehabilitation, training, and adoption of rescued equine. Activities include equine socialization, ground work, riding, as well as equine husbandry and direct care responsibilities. The intern will gain valuable equine experience working alongside the staff while learning about the care center's work and philosophies.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of DDEC and Cleveland Amory Black Beauty Ranch (CABBR) and how they fit into the larger picture of animal protection • Learn humane equine training techniques with the support of experienced horsemen and instructors • Improve ground and riding skills • Learn more about horse behavior and how to customize training approaches to specific horses • Participate in equine wellness educational programs • Exposure to the operations of an equine center and animal care center/rescue • Learn about the use and selection of tack and tools
Orientation/Training	<ul style="list-style-type: none"> • Orientation includes the following: introduction, history and tour of DDEC and CABBR, overview of programs, description of rules and protocols, paperwork to complete, and overview of basic safety procedures and daily routine. • Intern will be given access to online training materials throughout the internship. • Intern will receive on-site training by working alongside the DDEC trainers and staff, and will meet with the intern supervisor on a regular basis. On-the-job training will continue in levels as the intern progresses to the next stage of responsibility. • Intern will participate in the "Introduction to Horsemanship" class at DDEC if available during internship.
Intern Responsibilities	<ul style="list-style-type: none"> • Warm up and cool down equine, assist with ground training, riding, and other equine development as directed by staff trainers • Learn to manage daily feeding and movement of equines • Learn about and assist staff with all aspects of equine husbandry and pasture and barn management • Assist with daily equine care duties; can include feeding, watering, cleaning stalls and loading/unloading hay, feed, and shavings

	<ul style="list-style-type: none"> • Learn to identify horses as individuals; discern between normal and abnormal behaviors • Groom/bathe equines as instructed • Administer minor medical treatments at specific times and record appropriate documentation • Clean pastures; can include shoveling manure, raking, weeding and scrubbing water troughs • Participate in equine demonstrations and other special events • Complete training documentation and other administrative duties; includes, but not limited to, documenting training updates, preparing weekly media updates and maintaining current bios on all equine • Complete general housekeeping tasks: use appropriate cleaning and disinfecting agents, sweep, mop, and ensure proper removal of garbage, manure, and compost, empty and wash/sanitize feed buckets and trailer, keep grain storage areas and work areas neat and tidy, and wash automatic water troughs as needed • Assist with transportation of equines to and from the ranch • Transport feed to and from various locations throughout the ranch • Help maintain equipment through regular cleaning of vehicles and equipment used in outside work • Complete a research project in which intern studies a topic of interest related to their learning and gives a brief 5-10 minute presentation of results at the conclusion of the internship (i.e. equine vision, etc.); topic must be approved by supervisor • Work with supervisor to develop internship goals
<p>Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)</p>	<ul style="list-style-type: none"> • Physical difficulty is level 4; much of the work requires physical labor and intern must have high levels of physical strength and mobility; must be able to bend, stand, pull wheelbarrows, lift/carry heavy objects (50 lbs), rake, walk for extended periods of time, stoop, have quick reflexes and the ability to work in all types of weather conditions; must be able and willing to follow all safe animal handling protocols as explained during training • Mental difficulty is level 3; requires good judgment, and learning and following proper procedures and protocols • Emotional difficulty is level 3; may come into contact with injured animals, which can be emotionally distressing; training horses requires emotional fitness
<p>Expected Environmental Conditions</p>	<p>The work is performed outdoors in all weather conditions, which can be unpredictable. Winter in East Texas is wet and chilly (temperatures reach the freezing point or below). Spring is wet and mild, and summer is hot and humid (temperatures are in the upper 90s to low 100s from approximately late June to mid-September, with high humidity). The area can be prone to flash flooding and has the possibility of ice storms in the winter.</p>
<p>Qualifications/Requirements for Intern Applicants</p>	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Comfortable with equine ground skills, knowledge of general equine behavior, previous riding experience, at or above an intermediate

	<p>level of horsemanship proficiency</p> <ul style="list-style-type: none"> • Strong interpersonal skills and able to maintain professionalism in attitude and appearance on the telephone and in person with staff and members of the public • Possess a strong work ethic and desire to take initiative • Able to effectively communicate verbally and in writing • Possess problem-solving capability • Able and willing to work independently with moderate direct supervision • Able to work closely with the staff and to think strategically in order to meet the program's needs • Must be organized and tidy, as interns are responsible for keeping housing and the surrounding grounds clean and trash-free • Able to learn and demonstrate a familiarity with CABBR's and DDEC's programs • Able to understand The HSUS's and CABBR's policies, mission, and positions regarding animal protection issues and be able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS
Restrictions	<ul style="list-style-type: none"> • Must be at least 18 years of age • Must have reliable transportation and arrive on time for shifts • Must have a driver's license and an excellent driving record • Must wear closed-toed, rubber-soled shoes; hard-toed shoes or boots are required when working with or around horses. Intern should wear clothing appropriate for working outdoors and appropriate for riding horses. • Must be able to learn and follow guidelines and policies of The HSUS, CABBR and DDEC and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have a phone for easy communication, access to a computer and ability to login into an online volunteer communication site to receive updates • Negative tuberculosis (TB) test and tetanus & pre-exposure rabies vaccinations recommended but not required
Internship Start Date	Ongoing; there are four intern sessions (Spring, Summer, Fall, and Winter)
Internship Time Commitment	Intern commits to 32-40 hours per week for 4-12 weeks. If in an academic program that has different requirements, we can accommodate.
Internship Scheduling Guidelines	Hours vary depending on time of year, but are typically between 7 am and 4 pm.
Tools/Equipment Provided (including Personal Protective Equipment)	The center has a number of saddles, hackamores, bits, tack, grooming supplies, pads and helmets available. Wearing of helmets while riding is mandatory.
Optional Tools/Equipment	Interns who plan to ride may bring their own saddle. Personal tack and other items should be appropriately labeled and stored in the area designated for intern equipment. Interns are encouraged to bring their own laptops.

Supervisor(s)	Director, Doris Day Equine Center
Additional Mentor(s)	Lead Trainer, Doris Day Equine Center
Number of Concurrent Internship Openings	1
Additional Information	<ul style="list-style-type: none"> • Free onsite housing is available. • This is a great opportunity to meet other like-minded equine enthusiasts, learn and help us to help horses!
Updated	9.11.2015