



## Adaptive Horsemanship Facility Assistant Position Description

### Position Overview

Eagle Mount Bozeman is a non-profit organization that provides adaptive recreation for people with disabilities and camps for children with cancer. The **Adaptive Horsemanship Facility Assistant** is responsible for supporting the Adaptive Horsemanship program by assisting with the oversight and maintenance of the program's facilities and machinery. The Facility Assistant is a member of the Adaptive Horsemanship Program Team and is supervised by the Adaptive Horsemanship Program Director.

### General Responsibilities:

- Adhere to all Eagle Mount policies, procedures, and guidelines; maintain confidentiality of all participants.
- Represent Eagle Mount in a professional and courteous manner.
- Support and advocate for the organization and its affiliated programs and partners.
- Maintain healthy relationships with Eagle Mount community including participants, volunteers, and staff.
- Attend to administrative duties, attend required meetings, and staff training events.
- Exhibit patience, respect for others, appropriate stress management, and a desire to learn and grow.

### Primary Duties

- Assist with the maintenance and grooming of indoor and outdoor riding arenas.
- Assist in manure removal from paddocks and sheds, ensure manure is piled in designated areas.
- Perform general maintenance activities including repairing gates, fencing, and other facility structures.
- Identify and communicate hazards, dangers, and safety issues as they arise.
- Assist with hay and/or supply delivery when requested.
- Assist with snow and ice removal as needed.
- Assist with Eagle Mount Special Events as needed.
- Operate and maintain facility equipment including, but not limited to:
  - John Deere Tractor
  - John Deere Gator
  - CAT Skidsteer and Attachments
  - Ranch Truck
  - Stock Trailer
  - Sure Hands Lift

### Required Qualifications

- Experience with a variety of indoor and outdoor maintenance tasks
- Familiarity with the equipment and machinery used on site
- Mechanical inclination, familiarity with hydraulic and diesel maintenance
- Experience in stable management; comfort and ease working around horses
- Ability to work indoors and outdoors in a variety of conditions
- Ability to stand for long periods, stoop, bend, crouch, and do repetitive hand motions
- Ability to lift, carry, or move objects weighing 50 pounds or more
- A valid driver's license and ability to be insurable per Eagle Mount's parameters
- Ability to operate independently and within a team.
- Professional communication, interpersonal, management and organizational skills.
- Sound judgment, prioritization, and decision-making skills.

### Desired Qualifications

- Experience working with and around persons with disabilities
- CPR, First Aid/AED certifications