



## **JOB DESCRIPTION**

Title: **Double H Ranch Manager**

Status: Full-Time Exempt

Reports to: Executive Director

Location: Moreland Hills, Ohio 44022

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## **POSITION SUMMARY**

Hiram House is seeking an experienced and passionate Ranch Manager who is willing to take our program to a new level. This is a rare opportunity to join the oldest summer camp in the State of Ohio and make a meaningful impact in our community. We are a 128-year-old non-profit organization located in Moreland Hills operating a historic youth summer camp program and year-round school & corporate group programming.

This position will help build and grow our ranch program, expand riding lessons, and create new and exciting opportunities for the youth that we serve. This position will work in tandem with the Camp Program Director to ensure quality programming in all areas. This position is part of the Leadership Team and will function as a team member to help further the mission of HHC.

## **ESSENTIAL FUNCTIONS**

### **Ranch Management**

- Day-to-day care and support of the horses and small farmstead animals; feed, first aid, grooming, etc. and keep horses conditioned.
- Identifying health and behavioral changes of the horses and farmstead animals and communicating with staff any changes in care and/or procedures
- Ensure all riding equipment maintenance and safety and conduct initial and end-of-season inventory.
- Ability to learn and handle basic machinery needed to perform the job (e.g. tractor)
- Work in conjunction with the Property Manager for basic handy work and repairs; mending fence, repairs around the barn, etc.
- Set up horseback riding areas before and during staff training.
- Teach and monitor the proper use of equipment.
- Conduct daily checks of area and equipment for safety, cleanliness, and good repair. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.

### **Develop and Enhance the Equine Program at Hiram House (Western Riding)**

- Develop lesson plans that meet camp goals and align with the American Camp Association.
- Evaluate the riding abilities of campers and staff participating in equine programs.
- Develop and deliver creative riding program activities which include summer camp.
- Set daily and session schedules for all equine programs.
- Program Expansion to include evening and after-school programs, school camp, and horseback riding lessons.
- Coordinate and teach riding and ground lessons.
- Interview/train and supervise Horseback Riding/Farmstead staff.
- Work in conjunction with the Camp Program Director to interview and hire summer equine staff.
- Assist in the planning and implementation of the equine program staff training.
- Train Horseback Riding and Ranch staff in all responsibilities.
- Schedule and supervise staff to provide a safe and high-quality program.

### **Administration**

- Work in conjunction with the Executive Director to build and develop the equine budget.
- Monitor the equine budget and expenses.
- Schedule staff for classes, and summer camp and help with the interview process for PT staff.
- Assist in producing special events for the camp.
- Schedule vet and farrier as needed. Order hay and supplies.

## KEY CHARACTERISTICS

- Excellent work habits including punctuality, efficient use of time, and prioritizing tasks.
- Ability to communicate effectively and professionally, both verbal and written, with the talent to convey warmth, enthusiasm, and trust.
- Demonstrated ability to work with minimal supervision. Must be detail-oriented with outstanding organizational ability to set priorities with ease and manage diverse projects and a large volume of detailed work simultaneously.
- Create and foster an atmosphere of friendliness and hospitality to ensure an enjoyable experience for campers, parents, donors, volunteers, staff, and guests.
- Candidate must be a dependable, highly motivated, proactive individual with a 'can-do' attitude and someone who can work under pressure while adhering to tight deadlines.
- Effective team player with a strong, service-minded work ethic, the candidate must maintain the highest level of confidentiality, exceptional judgment, and diplomacy always.
- Upholds the professional standards of Hiram House Camp and always acts in a manner that is consistent with the best interests of the camp and will protect and enhance its reputation and standing in the community.
- Aspires to excellence in all aspects of his/her work and serves as a model for others.

## REQUIREMENTS

- Minimum 2 years experience as a rider/instructor and/or have barn management experience.
- Current certification by an accredited horsemanship instructor training organization is a plus.
- Must possess a thorough knowledge of riding facility operations, stable management, care and feeding of horses, training, and equipment care.
- Non-traditional work hours with evening and weekend work as needed. Workload increases in the summer months.
- Be on-call for any ranch issues and animal care.
- Ability to lift and carry heavy objects (up to 50 pounds) and perform physical work in various conditions.
- Ability to react quickly to emergencies with quick movements or strenuous action, to ensure the safety of horses, staff, and campers.
- Ability to work with staff of all ages and provide excellent supervision.

## COMPENSATION AND BENEFITS

- Salary range \$40,000-\$45,000
- Full benefits, including health insurance and paid vacation.
- Private on-site housing is available at no cost.
- On-site stabling for horses is also negotiable.

*Hiram House Camp, located in Moreland Hills, Ohio is an Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.*

*The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.*

**Interested applicants may send their resume and cover letter to Courtney Nicolai, Executive Director at [cnicolai@hiramhousecamp.org](mailto:cnicolai@hiramhousecamp.org) No phone calls please.**