

Director of Equine Services Job Description

Rev. 6/2/2025

Department: Equine Services

Reports To: Chief Operating Officer

Type of position:

Full-time

Exempt

Part-time

Nonexempt

Intern

Salary/Benefits

Pay is based upon education and experience and may be negotiable. Refer to the Personnel Policy Manual regarding benefits such as vacation, sick time, disability, etc.

General Job Description

The Director of Equine Services provides leadership and oversight for both the operational and programmatic aspects of the Equine Program. This position is responsible for managing the daily functions of the equine program—including horse care, staffing, budgeting, scheduling, and facility operations—while also guiding the ongoing development and delivery of equine-assisted services. The Director encourages collaboration across a multidisciplinary team, supports community engagement, and ensures high-quality, trauma-informed programming for youth. While this role does not include clinical supervision, it involves strategic planning, team leadership, and administrative coordination to ensure the success and sustainability of the program.

Essential Duties

Administrative Oversight

- Provide administrative leadership and supervision to program staff, ensuring effective coordination of activities and adherence to organizational policies and procedures.
- Oversee budgeting, financial management, and resource allocation for the equine program in collaboration with the Business Office.
- Review reports and documentation related to client services, equine care, and programming.
- Develop and implement program evaluation strategies to assess effectiveness and guide continuous improvement using data-informed decisions.
- Fill in as needed for any equine staff position to ensure continuity of care and programming.

Equine Care Management

- Oversee the health, well-being, and performance readiness of all horses used in the program.

- Approve feed, supplements, and health care routines in consultation with veterinarians and the equine team.
- Manage decisions related to acquiring or de-acquiring horses in alignment with program goals and horse welfare.
- Coordinate with the Barn Manager, Equine Specialists, and Equine Care Technicians to ensure that daily care, enrichment, and exercise meet professional and ethical standards.
- Maintain oversight of safety in all equine areas, including barns, arenas, and pastures.

Collaborative Leadership

- Cultivate a culture of collaboration and teamwork across the equine and clinical teams, encouraging open communication and shared decision-making.
- Conduct annual performance evaluations for equine program staff.
- Coordinate with the clinical supervisor to ensure alignment between therapeutic programming and equine services.
- Lead regular team meetings, trainings, and professional development opportunities.
- As needed, assist in equine-assisted learning sessions in a flexible, supportive capacity.

Community Engagement

- Develop and maintain partnerships with schools, mental health agencies, and other organizations to expand program reach.
- Represent the program at community events, conferences, and meetings to promote awareness and collaboration.
- Facilitate community and agency-based educational trainings.

Consumer Relations

- Build and maintain relationships with program participants and their families, ensuring their feedback and needs are heard and addressed.
- Gather and apply input from consumers to improve services and enhance engagement.
- Must be accessible via agency cell phone.

Supervisory Responsibilities

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| <ul style="list-style-type: none"> • Coordinates day-to-day operations and evaluates integrity of services provided by Barn Manager, Equine Care Technicians, Equine Specialists, Case Managers, and Equine Counselors. • All clinical services provided in the Equine department will be supervised by the Clinical Supervisor. • Will complete annual performance evaluations for non-clinical equine staff. • Will collaborate with the clinical supervisor to complete annual performance evaluations for Equine Counselors and Equine Case Managers. |
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Responsibilities

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| <ul style="list-style-type: none"> • Maintain a weekly/bi-weekly supervision schedule with The Clinical Supervisor and Chief Operating Officer as needed. • Maintain license (if applicable) and appropriate continuing education requirements. • Participate in required administrative meetings. • Complete documentation responsibilities thoroughly and timely. |
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- Participate in all regulatory/policy-required training activities.
- Utilize supervision or consultation with other professionals in the field as required or needed.
- Foster an environment that supports the recovery of persons served.
- Model appropriate interpersonal relationships with co-workers, particularly in the presence of youth and family members. This includes conflict resolution, mutual support, and teamwork.

Education/Credentials/Experience Requirements

- Bachelor's degree in social work, psychology, education, equine management, or related field (Master's degree preferred).
- Certification in Greg Kersten's OK Corral Series Equine-Assisted Learning or similar certification is required.
- Minimum of two years of experience in conducting equine-assisted interventions in a therapeutic environment.
- Strong leadership and supervisory skills, with the ability to inspire and motivate a diverse team of staff.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with consumers and stakeholders.

Physical Requirements, Working Conditions

- Work is physically moderate to heavy in nature, with some travel requirements.
- The job requires some moderate activity of walking across campus, working outdoors with youth, and climbing stairs in multi-floor buildings.
- Stress/Pressure is moderate to heavy.
- Regularly undergo/pass a BCI record check as required.
- Moderate to high exposure to infectious diseases.
- Requires standing, walking, sitting, reaching, twisting, bending, stretching.
- Requires normal range vision, hand-eye coordination, and manual dexterity.

Competencies

- Technical writing skills
- Excellent Communication skills
- Variety of Therapeutic Techniques
- Teamwork, coordination, sound decision, leadership, conflict resolution, cooperation, models positive approach, professional boundaries, willingness to learn, and time management
- Child and Family Advocacy
- Must be able to type, average computer skills, Microsoft Office, Word, Excel
- Texting
- Solution-focused problem solving

Acknowledgement

The General Job Description, Duties/Responsibilities and essential functions listed above are representative of those required for an employee to successfully perform the essential functions of this job. They are not intended to be construed as an exhaustive list but to provide guidelines for job expectations and to document the employee’s ability to perform the position described. This document does not represent a contract of employment, and The Marsh Foundation reserves the right to change this job description and/or assign tasks for the employee to perform, as The Marsh Foundation may deem appropriate based on business necessity.

I fully understand this job description and understand that this is the job that I am expected to perform.

Employee

Date

Supervisor

Date

C: CFS Office
Human Resources