



Job Description

Equine Program Assistant

Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose. Imagine yourself at Girl Scouts!

Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara and Ventura Counties. GSCCC encompasses some of the most beautiful and environmentally significant parts of the country. The council has a growing membership of over 10,000 girls and 5,000 adults.

Girl Scouts of California's Central Coast council is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

SUPERVISOR: Equine Program Director Summer Helmuth

DEPARTMENT: Program

FLSA STATUS: Non Exempt

LAST UPDATED: 3/3/2021

POSITION SUMMARY

The Equine Program Assistant will infuse and model the Girl Scout Law into their everyday work to fulfill the mission of building girls of courage, confidence and character who make the world a better place.

The Equine Program Assistant is responsible for the facilitation of horse program opportunities and support systems that meet the needs of girls K-12, including fall, spring and summer

resident camp horseback riding programs, as well as development of riding staff and herd maintenance.

MAJOR ACCOUNTABILITIES

Researches/develops high-quality innovative horseback riding program opportunities for girls K-12, ensuring that the horse program provides skills progression.

- Set up program partners for horse related activities within the council service area.
- Coordinates and executes riding program events/activities at Camp Arnaz per number set annually with the Equine Program Director.
- Assists in recruiting, training, scheduling and supervising Equine Program staff to facilitate riding programs, including regular training updates, skills practice sessions and herd workout sessions.
- Works with the Equine Program Director in recruitment, training, supervision and evaluation of Equine Program staff.
- Through evaluations/surveys, ensures horseback riding program offerings are based on girls' interests and are consistent with GSUSA guidelines and standards (including Safety Activity Checkpoints), Certified Horsemanship Association guidelines, American Camp Association guidelines and compliant with all local, state and federal laws.
- Maintains and executes a care plan for each horse in herd to include, but not limited to, feeding, special diets, vaccination schedules, shoeing schedules, etc.
- Maintains regular communication with Equine Program Director regarding above schedules and/or issues.
- Monitors, tracks and makes decisions in coordination with the Equine Program Director regarding horse health and condition.
- Provides recommendations regarding herd management (including purchasing/selling) to Equine Program Director.
- Regularly submits work and event reports to Equine Program Director per schedule provided.

CULTURAL COMPETENCIES

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.
- **Make each day FUNomenal:** we can do it!

KNOWLEDGE AND CREDENTIAL QUALIFICATIONS

Required

- Bachelor's degree in related field or experience commensurate with degree
- Must be at least 21 years old and hold current or have the skills and ability to obtain CHA instructor certification
- Demonstrated experience in horse program curriculum development
- Experience in supervisory position working with adults and youth
- Valid driver's license and safe driving record

Preferred

- Experience in program implementation, working with adults and youth; Girl Scout experience preferred
- Knowledge of Girl Scout Leadership Experience
- Highly organized, self-motivated

ABILITY AND SKILLS QUALIFICATIONS

- Strong human relations skills
- Planning and organizational skills with attention to details
- First Aid and CPR certification
- Ability to supervise/coach horseback riding instructors and other staff in constructive and supportive manner
- Ability to recognize concerns regarding horses (behavior, health, etc.)
- Ability to lift at least 50 pounds (equipment/horse supplies)
- Ability to work well with people of diverse backgrounds
- Ability to work in the out doors in extreme temperatures for extended periods of time
- Subscribes to the principles of the Girl Scout Movement
- Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines
- Strong human relations skills and have the ability to work well with people of diverse backgrounds
- Ability to follow direction and exercise good judgement
- Excellent written and oral communication skills
- Excellent computer skills
- Solution driven with the ability to effectively problem solve

HOURS AND TRAVEL

- Willingness to work a flexible schedule, including designated weekends (up to 3 per month) and evenings.
- Willingness to travel.

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutsgccc.org** along with a description of why you feel you are the best fit for this position. The subject line of the email should read **[Title of the position] – [your name]**.

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.