



**Forest Preserve District of DuPage County  
JOB DESCRIPTION**

**Job Title: Equestrian Program Assistant**

**Job Code: 820**

**Business Unit: Community Services & Education /  
Danada**

**FLSA Status: Non-Exempt**

**Manager Title: Equestrian Program Coordinator**

**Last Date Reviewed: September 27, 2021**

**Job Purpose**

This position performs horse care, assists with the operation of the stable, and provides equestrian programs to the public. The role conducts programs at Danada Equestrian Center that includes but is not limited to - group and private arena lessons, trail group lessons, and camp programs. This position also helps train the horses for the various programs.

**Essential Duties and Responsibilities**

- Inspect horses for injury, perform first aid, and administer medications
- Assist as needed with daily horse care and stable maintenance duties
- Exercise, train, and condition horses
- Assist with the production of special events, provide program information to visitors
- Safely educate riders following the directions of the Equestrian Program Coordinator
- Teach and assist riders to gather horses, groom, tack and untack, and put up horses properly -- supervise younger students to ensure proper handling
- Continually develop the riding skills of students from the very basic skills to advanced abilities based on their competency
- Assist with keeping the general appearance, maintenance, and security of riding equipment
- Continually seek to improve riding and teaching competency -- trainers receive free instruction from the Head Trainer
- Demonstrate a genuine love of horses -- treat them with passion and respect and instill this feeling in students
- Demonstrate a team attitude and enjoy being part of something special
- Perform other duties as required

**Education and Experience Required**

**Education:** AA/AS in Equine Science, Animal Science, or related field preferred.

**Related Experience:**

- At least two years as an instructor or working student
- Ability to ride competently with a balanced seat in Western and English tack
- Ability to tack and untack Western and English quickly and without assistance
- A strong understanding of horses and how to correct 'creative suggestions'
- Ability to walk long distances, stand for long periods of time, and be outside in the elements.
- Available to work weekends, both Sunday and Saturday preferred
- Ability to drive a large truck and gooseneck trailer preferred

**Special training or other license, certification, etc.:** Valid Driver's License

**Knowledge of:** Operation and management of an equestrian facility; stable management; occupational hazards and safety precautions; horse training techniques.

**Skills In:** Handling and caring for horses, including feeding, basic veterinarian, and health care; dealing effectively with the public; communicating effectively, verbally and in writing.

**Onboarding/Training Requirements:** Criminal Background Check  
 Driver's License Check  
 Drug Screen  
 Mandated Reporter – Abused and Neglected Child Reporting  
 National Sex Offender Registry  
 Physical  
 Youth Protection Standards Training  
 HBV Series/Hepatitis B (Candidate can refuse)  
 CPR/1<sup>st</sup> Aid Training

### Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk or hear				X
Taste or smell			X	

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.		100 lbs.	X	Over 100 lbs.	
Frequency	Small		10 lbs.		25 lbs.		50 lbs.	X	Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

X	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Walking in the sand arena the majority of the days in peak season, walking outside in the pastures, aisle of the barns, cleaning stalls and doing barn chores. Required to lift/move items (hay/straw; equipment) up to 100 lbs.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

X	Not Applicable
X	Other (describe)
Describe:	Riding boots, helmets, riding breeches, half chaps (protect legs while riding), sun glasses, Winter riding boots, and all winter gear. Steel toe shoes recommended.

**Disclaimer:** This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.