



## Job Description

**Position Title:** Head Wrangler  
**Position Supervisor:** Manager, Equestrian Center  
**Job Number:** 2023-03  
**Schedule:** Part-Time Seasonal  
Non-Permanent  
**Supervisory Duties:** None

**Salary:** \$16-\$17/hour      **FLSA Status:** Non-Exempt      **Travel Req'd:** Up to 10%

### Summary

Wranglers add to the memorable experiences of our members and their guests. The wrangler will lead trail rides, provide riding lessons to all ages, assist with summer kids' camp activities. The Head Wrangler serves as the assistant to the Equestrian Center Manager and is responsible for ensuring the care and maintenance of horses and livestock and associated tack, equipment, and facilities. The Head Wrangler implements the schedule and assigned duties for the wranglers and assists the Equestrian Center Manager with administrative duties and livestock/herd management.

Must be comfortable riding and handling various breeds of horses and similar livestock (e.g., AQHA, Rocky Mountain Gaited Horses, Draft Horses, Donkeys/Mammoth Donkeys, and similar).

### Essential Duties & Responsibilities

- Work an assigned and variable schedule which includes weekend, early mornings and evenings, split shifts, and holidays.
- Ensure wrangler team is prepared for daily activities and reservations; assist Equestrian Center Manager with staff scheduling.
- Supervise the general feeding, watering, grooming and care of herd in accordance with the Equestrian Center policy and procedures.
- Supervise the day-to-day functions of tack care/storage and cleanliness of facilities used for horse-related activities.
- Administer herd medications and treatments as assigned/needed to include injections and prescription medications; ensure dietary needs of herd are appropriately met and delivered.
- Manage the reservation program of the Equestrian Center to include receiving, scheduling, and billing for lessons, rides, camp fees, and other charges.
- Oversee the preparation of horses/livestock for trail rides, kids' camp activities and care of tack and other equipment.
- Engage and converse with members/guests, being aware of their needs and requests; fulfill special guest requests as instructed by management or the Head Wrangler.
- Provide excellent member/guest experience and maintain focus on the safety of guests, co-workers and livestock while performing duties.
- As needed, lead guest trail rides; instruct members and guests on basic horsemanship. Assist guests and children with mounting/dismounting horses.
- Assist with scheduled Club Kids' Camp activities and horse activities; maintain focus on the children's and guests' safety and needs.
- Assist with livestock management and maintain awareness of trail conditions; assist with veterinary care as assigned/appropriate.



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- Report any concerns to and maintain communication with the Equestrian Center Manager regarding operations, project, and team performance.
- Participate in and follow all health and safety standards, regulations, policies, and procedures.
- Regularly review Equestrian Center schedule in the manner prescribed by the Equestrian Center Manager.
- Perform other duties as assigned.

### Minimum Education & Experience

- High School Diploma or Equivalent.
- Must be at least at least 18 years old and possess active and valid driver's license.
- Must have successfully completed at least one summer season working as a wrangler at the Stock Farm Club.
- Preferred: at least one year's experience as a supervisor, team lead, or similar role.

### Knowledge, Skills & Abilities

- Demonstrated knowledge, skills/competencies, and experience in horse riding and handling, care, and maintenance. (See Video requirements under "Additional Application Materials." At the end of this document)
- Knowledge of tack and horse anatomy; basic doctoring skills for livestock (e.g., symptoms of diseases or conditions); and horse behaviors/mannerisms.
- Ability to provide excellent customer service and/or personal services; ability to engage customers, clients, and visitors.
- Ability to communicate effectively orally/verbally with diverse group of individuals and age ranges; must be willing and able to work with age children of varying ages from Infants/Toddlers to Teenagers.
- Ability to be flexible and adaptable in highly fluid and dynamic environment; ability to manage multiple priorities.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Preferred: Experience driving truck and trailer (bumper pull and gooseneck)

### Additional Requirements & Documentation

- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license.

### Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of entire body. Work includes climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, stooping,



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and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces.

### ADDITIONAL APPLICATION MATERIALS

All applicants wishing to be considered for a potential interview, **MUST** submit the following with the application. Applications which are not accompanied by the below information will not be forwarded to the Hiring Manager for consideration.

1. On a separate document, write a short response to each of the following questions. Your response should be complete and answer the question asked.
  - a. What is your definition of Horsemanship and what does it mean to you?
  - b. What are your thoughts/ideas about Ground Work?
  - c. What is an area in your own horsemanship in which you hope to improve?
2. Prepare a video that demonstrates your ability to ride and manage a horse. You may use any video equipment or tool you wish to create the video (e.g., iPhones, video recorders, etc.)  
The video should demonstrate the following:
  - a. Your ability to catch a horse, brush, saddle, and mount the horse.
  - b. Your ability to ride the horse: walk, trot, lope with transitions of each and backing and side passing.
  - c. Include any other horsemanship skills you wish to demonstrate (optional not required).

Submit the written responses and video to: [humanresources@stockfarm.com](mailto:humanresources@stockfarm.com)

- File Names for the written response should be: *[FirstInitialLastName] – Written Response*
- File Names for the video should be: *[FirstInitialLastName] – Horsemanship Video*

Example: FFlintstone – Written Response

*Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.*