



Heaven's Gait Ranch Therapeutic Riding Center

Job Description

	Guiding Principles
Job Title	<ul style="list-style-type: none"> Program Assistant
Works With	<ul style="list-style-type: none"> The Board of Directors of Heaven's Gait Ranch, Inc. its Staff, Riders, Families, Caregivers, Instructors, Volunteers, Veterinarian, Farrier, Horse Owners, Facility Owners, and Guests
Reports to	<ul style="list-style-type: none"> Program Coordinator
Organization Overview	<ul style="list-style-type: none"> Heaven's Gait Ranch, Inc. is a nonprofit, therapeutic riding center whose mission is to build a compassionate community that embraces individuals who recognize the need to heal and challenge their adversity to grow. Heaven's Gait Ranch strives to be a community leader in improving the quality of life of individuals with special needs and veterans with disabilities through Equine-Assisted Learning, Therapeutic Riding, and Equine Services for Heroes. Heaven's Gait Ranch, Inc. will become a Premiere Accredited Therapeutic Riding Center under the Professional Association of Therapeutic Horsemanship (PATH) International.
Role Summary & Purpose	<ul style="list-style-type: none"> This person will assist in program needs including but not limited to: leading and sidewalking in lessons, equine care tasks, and facility cleanliness This will be a temporary/seasonal position with the possibility of extension
Qualifications & Preferred Experience	<ul style="list-style-type: none"> Self-starter, works best when given autonomy Effective problem solving skills Outstanding listening skills Demonstrates empathy and understanding regarding the needs of others Compassionate and clear communication with individuals at all levels of the organization Outstanding and professional communication with individuals with special needs Knowledge of PATH Intl. Standards Strong customer service & interpersonal skills Excellent attention to detail Previous horse experience necessary, therapeutic riding setting preferred
Leadership Pillars & Competencies	<ul style="list-style-type: none"> Creates a welcoming, clean, and inviting environment for professional, therapeutic services Shows care and pride in one's work and place of employment Shows initiative in all aspects of work Committed to our overall mission at Heaven's Gait Ranch
Responsibilities of the Program Assistant	<p>General Responsibilities:</p> <ul style="list-style-type: none"> Provide equine care and assist in lesson/facility prep for safety and quality assurance (This person will handle animals and work directly with individuals with special needs.)



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- Adhere to PATH Intl.'s Standards including facilities & equine management
- Adhere to HGR's standards regarding animal handling, participant interfacing and dress code, etc
- Assist the BOD & staff as needed during after hours, weekends, and/or holidays including special events and fundraisers

Specific Daily Duties:

- Catch, pull, & stall horses from the paddocks 30 min prior to lesson start times to prepare them for lessons
- Trained lead walkers may only assist in the paddocks under direct supervision by a PATH CTRI.
- Once stalled, trained lead walkers may assist by grooming & tacking in cross ties.
- If volunteers are not present, ensure each lesson horse is groomed and tacked prior to the start of each lesson time.
- Program assistant is responsible for initial tack checks in the barn prior to entering the arena. The CTRI does a final tack check in the arena prior to mounting and again after mounting.

- Clean and prepare facilities at HGR for its team to provide services
 - Attend to walkways, parking lots, office areas, client areas, & bathrooms so that each day begins with a premier facility, ready to open its doors
 - Wipe all surface areas in the barn, sweep/blow so that all walkways are clear of dirt, dust, sand, hay, manure, etc. prior to the first lesson of the day
 - Assist staff in daily duties pertaining to the success of HGR's program goals & objectives
 - This includes but is not limited to: creating and maintaining a safe, clean, professional, and efficient work environment so that participants and their guests receive quality services and experiences at a premier therapeutic riding facility.
 - Maintain & tend to daily equine needs, M-F (rotating weekends/holidays will apply as needed)
 - Clean areas that participants, staff, volunteers, and equines utilize on the property.
 - Daily focus: stalls and aisles within the big barn and the pony barn
 - Provide each stall with clean water, hay, required grain, and necessary supplements
 - Prepare HGR for visitors at any time
 - Implement prescribed treatment/maintenance plan for equine care
 - Ensure each horse and donkey at HGR is groomed every day (even if not used in lessons), M-F, at least once a day; this includes picking feet.
 - Horses at HGR are groomed in cross ties or while tied in the arena (not in the stalls) to limit unnecessary dust & debris in the stalls and shavings.
 - Take direction from the Program Coordinator to implement approved exercise schedule for equines before & outside of lesson times to sustain/enhance the physical & mental health of the animals at HGR for programming purposes
 - Goals and action plans reflect each animal's age, work load, and



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	<p>quality of life</p> <ul style="list-style-type: none">■ Exercise program horses in both directions at a walk, trot, & canter, as they are physically able.■ Lunge or ride whenever possible. <p>Ongoing Duties as Needed:</p> <ul style="list-style-type: none">● Be available to assist CTRLs and equine contractors as needed for routine needs, including hay deliveries, horse trims, and shoeing.● Be available to assist as needed before, during, & after veterinary visits● Coordinate with Program Coordinator to manage coverage for food, water, and med shifts (am/pm/wknd/holidays) as needed● Formulate & oversee feed/turn out schedule using good herd management.<ul style="list-style-type: none">○ Prep stalls with food, water, and salt licks before bringing horses into the barns.○ Do not lead/handle two horses at one time.● Ensure safety within paddocks and barns.<ul style="list-style-type: none">○ Unplug electric fences upon arrival; plug in fences prior to leaving at the end of the day○ Securely latch all gates and doors prior to leaving <p>Weekly Duties:</p> <ul style="list-style-type: none">● Prepare HGR for donor visits at any time● Assist HGR's staff to streamline a professional, educational, & safe environment<ul style="list-style-type: none">○ Take direction from the Program Coordinator & ED, substituting as needed for Lead Walker or Side Walker○ Lock man doors & conduct safety checks, latching doors/gates daily before leaving○ At least two weeks before running out of supplies, send request to Program Coordinator to purchase supplies○ Ex: water jugs, soap, Lysol, hand towels, toilet paper etc.● Remove full trash bins from office areas, volunteer areas, client areas, barn & bathrooms & dump in dumpster behind the arena.● Check automatic waterers for proper usage (no ice build up, shortages, etc).● Use laundry for program as needed● Other duties as assigned including filing, data entry and other administrative tasks
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Updated May 11, 2026 MMM

Qualifications:

Heaven's Gait Ranch, Therapeutic Riding Center of Cedar Grove, WI seeks a qualified candidate to fill the role of Program Assistant. This person must be knowledgeable of the needs of a therapeutic riding center, as well as the needs of our riders with special needs and veterans with disabilities. The Program Assistant should also be comfortable and confident handling equines of all ages and temperaments. HGR currently has nine horses and one miniature donkey.



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Requirements:

The applicant must have demonstrated experience promoting an important mission/cause, maintaining a professional, and team-oriented business, and cultivating a safe, productive work environment. This person must be capable of handling horses and attend to various external and interior facility needs of a working farm.

Terms & Conditions

Start Date: May 2026

Compensation: \$12.00-\$13.00/hr (M-Th, 12:45 - 6:45 PM); additional hours may be added based on performance and program needs. Additional hours will be determined by the Program Coordinator. This position is capped to 35 hours/week including vet/farrier visits.

Paychecks are distributed bimonthly.

Weekly Schedule: Mon. - Thurs. 12:45-6:45 pm; Friday mornings & rotational weekends/holidays are TBD based on herd/program needs.

Conditions: Liability Releases must be signed by any guest brought on site; helmets are also required. Applicant must record working hours.

Benefits: This position does not come with further benefits at this time. Retirement match opportunity may apply after one full year of employment.

Other Terms:

If the person filling this position chooses to accrue more hours than agreed upon during any given week, this person understands that he or she will *not* be compensated for that time by Heaven's Gait Ranch, as he or she will be volunteering his or her time on site. HGR reserves the right to terminate this agreement at any time. Any and all aspects of this job description are subject to change allowing for discussion with said applicant/employee regarding evolving programming needs. The elements of this job description and the duties of applicant/employee will be periodically evaluated and discussed to ensure all parties are satisfied with the agreement. Performance reviews will be conducted.

Contractual Agreement:

Signature: _____
Executive Director on behalf of Heaven's Gait Ranch, Inc.

Date: _____

Signature: _____
Program Assistant

Date: _____

Signature: _____

Date: _____

Signature of Parent/Guardian (if applicant is under 18 years old)