

NOTICE OF JOB VACANCY

DEPARTMENT: Parks & Recreation

POSITION: Assistant Barn Manager

BRIEF DESCRIPTION OF POSITION: Assistant Barn Manager oversees daily equine care, supervising of barn staff, and maintains facility operations. Assisting the manager with horse health monitoring, feed inventories, client communications, overseeing boarders and their horses and programming and administrative work as needed. The role requires physical stamina, hands-on horse handling, and strong organizational skills.

Key Responsibilities

1. **Equine Care & Wellness:** Conduct daily health checks, feed horses, administer supplements and medications, and treat minor/major injuries. Ensure daily that each horse is sound, healthy and safe prior to use in class. Report any concerns to the Manager for further evaluation.
2. **Facility Maintenance:** Oversee stall mucking, turnout, paddock rotations, and general property upkeep like fence repairs and weed control.
3. **Staff Supervision:** Help the Manager with scheduling, training staff or grooms, and managing daily task assignments.
4. **Vendor & Inventory Management:** Monitor supplies (hay, straw, feed) and assist with ordering or receiving deliveries.
5. **Appointment Coordination:** Schedule and assist with routine veterinarian and farrier visits.
6. **Client Relations:** Communicate professionally with boarders and riders, handle inquiries, and enforce barn safety rules.
7. **Safety & Compliance:** Ensure the highest standards of safety for clients, volunteers, staff, and horses. Maintain and update emergency and safety procedures, including facility safety checks. Ensure all staff are properly trained in safety protocols.
8. **Administrative work:** Assist in budget planning related to Barn needs and herd maintenance. Assist in scheduling time off of barn staff.
9. **Community Outreach:** Represent the organization at community events and in professional organizations.
10. **Programming:** Assist in general programming when needed covering when manager and program coordinator absence.
11. **After Hours:** Be available after hours for emergencies and to fill in and cover caretakers/managers responsibilities in absence.

EXPERIENCE/EDUCATION:

Experience: Minimum 10 years of professional equestrian or stable experience.

Equine Skills: Strong background in horse handling, behavioral assessment, and caring for equines. Ability to recognize and treat lameness and sickness in equines. Ability to administer and knowledge about horse antibiotics and sedatives and have the ability to correctly dose and administer.

Certifications: Valid driver's license.

Knowledge: Sound understanding of equine nutrition, health, and first aid.

Abilities: Exceptional communication with management, organizational, and leadership skills. Proficient in computer skills.

Physical: Ability to work in all weather conditions, lift at least 50 lbs., and stand/walk on for long periods.

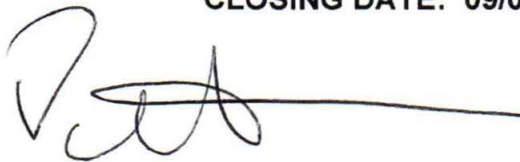
Work Schedule: This position requires a flexible schedule, including one weekend day, Holidays and possible evenings to accommodate barn needs, emergencies, caretaker duties and ensure proper care of horses and manage staff. This job also requires that you can be called on at Manager's discretion and need, to fill in for all other capacities at the facility.

SALARY RANGE: \$54,316-\$84,869.00

ISSUE DATE: 08/20/2026

CLOSING DATE: 09/04/2026

AUTHORIZED SIGNATURE:



NAME: Victoria Durbin-Drake

TITLE: Director, Parks & Recreation

INTERESTED APPLICANTS MAY CONTACT: UNION COUNTY DEPARTMENT OF PARKS & RECREATION WATCHUNG STABLE CENTER 908-789-3665 or rbechtold@ucnj.org

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