

NOTICE OF JOB VACANCY

DEPARTMENT: Parks & Recreation

POSITION: Assistant Manager-Equine Therapy Program

BRIEF DESCRIPTION OF POSITION: The Equine Therapy Program Assistant Manager is responsible for overseeing the daily operations of the therapeutic program, ensuring high-quality equine-assisted services, managing staff and volunteers, and maintaining facility. This position balances direct service with administrative oversight, focusing on safety, client care.

Key Responsibilities

1. Program Management & Implementation

Oversee the scheduling, design, and implementation of all equine-assisted activities (therapeutic riding and equine-assisted learning).

Evaluate, intake, and schedule participants/clients to ensure appropriate program placement.

Maintain accurate participant, instructor, and session documentation.

Ensure program operations meet or exceed accrediting standards if any.

2. Equine Herd Management

Oversee the care, training, conditioning, and welfare of all therapy horses.

Assess new horses for suitability in the program and train existing herd in therapeutic activities. Ensure proper fit and maintenance of all riding equipment (tack).

3. Personnel & Volunteer Management

Supervise, train, and evaluate instructors and therapeutic interns.

Coordinate and mentor volunteers for lessons and horse handling.

Develop and implement volunteer training and recognition programs.

4. 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 and volunteers are properly trained in safety protocols.

5. Administrative & Community Outreach

Assist in budget planning related to program supplies and herd maintenance.

Represent the organization at community events and in professional organizations

Assist in fundraising, grant writing, and donor relations.

EXPERIENCE/EDUCATION: Minimum 5-7 years' experience in therapeutic riding or equine-assisted services or riding lesson instructor in individual and group settings.

Certifications: Completed the PATH Certified Therapeutic Riding Instructor Program

Equine Skills: Strong background in horse handling, behavioral assessment, and specialized training for therapeutic settings.

Education: Bachelor's degree Special Education, or related field. Masters in learning disabilities preferred but not required.

Abilities: Exceptional communication, 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 and possible evenings to accommodate program participants and ensure proper care of horses.

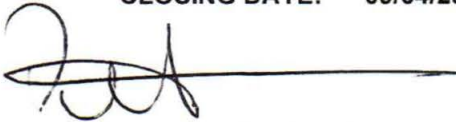
This job also requires that you can be called on at Manager's discretion and need, to fill in for all other capacities at the facility.

SALARY RANGE: \$54,316.00- \$84,869.00

ISSUE DATE: 8/20/2026

CLOSING DATE: 09/04/2026

AUTHORIZED SIGNATURE:



NAME: Victoria Durbin- Drake

TITLE: Director, Parks & Recreation

INTERESTED APPLICANTS MAY CONTACT:

Union County Parks & Recreation Watchung Stable Center 908-789-3655 or
rbechtold@ucnj.org

**UNION COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
UNION COUNTY RESIDENCY REQUIRED**