

## Pine Mountain Lake Association Job Description

**Job Title:** Wrangler  
**Job Code:** 63  
**Employee Name:**  
**Department:** Stables  
**Location:** Stables  
**Reports To:** Stables Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 01/08/2024 mc

### SUMMARY

The Wrangler follows the established programming and supports the Stables Manager in trail rides and lessons. The Wrangler serves as a form of leadership available for lessons and trails and provides a consistent and high-quality member service to customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assess leased horse pen, arena, and horses for safety
- Make any changes needed to ensure safety of the leased horses
- Fill out reports needed in the absence of the Stables Manager
- Maintain the leased horses (health care)
- Maintain the lesson/trail tack and equipment
- Will perform a tack safety check and report at the beginning of each week
- Assist in scheduling lessons/trails
- Clean and maintain riding trails including riding easements
- Wrangler needs to ride every trail used in the horse program at least once a week to assess the trail for safety
- Train staff how to assist with trail rides (Stables Manager must review and approve staff to pre-authorize eligible staff)
- Must be able to work in a variety of weather conditions
- Regular, punctual attendance is required.
- Performs other required tasks and duties as assigned.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum age 21

At least 2+ years facilitating group horseback riding lessons or trail rides for adults and children  
Knowledgeable in safety management, with the ability to anticipate, prevent and handle dynamic program environments

Must have a high level of interpersonal and customer service skills, confidently presents to large groups of people, fosters, and maintains positive relationships

Possess a can-do attitude with the ability to plan, organize and prioritize work, maintain a high degree of accuracy and attention to detail, and manage multiple deadlines

### EDUCATION and/or EXPERIENCE

High school education; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write daily log reports. Ability to effectively present information in one-on-one and small group situations to property owners and guests of the organization.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

CHA Instructor Certification, and CPR/First Aid Certified preferred

## **OTHER SKILLS AND ABILITIES**

- Positive attitude
- Good communication skills (verbal, nonverbal, and written)
- Ability to adjust to your audience
- Ability to work as a team member

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit. Work outside in various weather conditions and extreme temperatures.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines.

Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.