FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Assistant Barn Director
Employee Classification: Seasonal
Reports to: Youth Development and Compliance Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Assistant Barn Director assists the Barn Director in operating the equestrian program. This includes horse herd management, facility maintenance, program oversight, and staff supervision. The Assistant Barn Director will also be responsible for the Wrangler in Training (WIT) program and the highest level of the horseback riding instruction program (High Rider); each only offered once over the summer. During the WIT program, the Assistant Barn Director will serve as a counselor, directly interacting with the campers. They will also serve as a member of the overnight camp leadership team and will collaborate with other leadership members to lead the traditional overnight camp program.

OUR CULTURE:

We firmly believe in our mission of putting Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. The YMCA of the Rockies staff are key players in helping cultivate an environment of healthy living, youth development, and community impact on our breathtaking properties outside Rocky Mountain National Park. This is a place where nature inspires, and staff lead with heart. We are committed to being welcoming to ***all*** people and to making a difference in the lives of our members, guests, and staff. The work each staff member does matters. We count on our staff to provide extraordinary mission-based experiences for our guests and for each other.

ESSENTIAL FUNCTIONS FOR ALL CAMP CHIEF OURAY STAFF:

- Create a safe space for all campers, families, and staff. Promote safe work practices to allow for development and growth for all.
- Possess the mental, social, and emotional skills necessary to build rapport and positive relationships, putting camper needs first
- Respond to camper and customer requests for service, troubleshoot problems and develop solutions in a patient and respectful manner.
- Contribute to a cooperative and positive camp community, be a team player
- Be responsible for the upkeep of the camp facility and cleanliness of camp. Report any repairs in a timely manner.
- Assist other departments as needed

ESSENTIAL FUNCTIONS FOR THIS POSITION:

- Supervisory
    - Assist the Barn Director with overseeing day to day barn operations and ensuring quality programming
    - Manage the herd of leased horses; approximately 45 horses. This includes becoming familiar with each horse and their temperament, providing basic horse care and first-aid, and ensuring proper documentation of all health concerns and the healthcare provided
    - Ensure barn facilities are kept in good repair and with the appropriate documentation, facilitating and/or requesting repairs to ensure safe conditions for staff, campers, and horses. The CCO barn facility includes the barn building, two outdoor arenas, multiple day pens, and a large pasture
    - Assist in coaching, supervising and evaluating staff. This includes ensuring that all CCO equestrian program policies and procedures are always followed. The Assistant Barn Director is expected to support staff with risk management, problem solving, and other concerns in a patient, growth minded manner
    - Support evening programming and weekend duties as assigned

- Training
    - Participate in leadership and all-staff training prior to working with campers
    - Assist the Barn Director in running barn staff training. This will include training all Cabin Counselor: Riding Instructors to be familiar with barn programming, CCO equestrian policies and procedures, horse care, facility expectations, etc.
    - Assist with the coordination and facilitation of all staff training as determined during leadership training. Evaluate training after delivery
    - Support in training all staff on American Camp Association, YMCA, and Colorado Child Care Licensing standards and regulations. Leadership members will be responsible for ensuring that all rules and regulations are consistently followed
    - Provide ongoing training to assure quality programming throughout the summer
- Program
    - Become familiar with all camp programming, with a special focus on the CCO equestrian program.
    - Serve as the Wrangler in Training (WIT) coordinator/counselor. The Assistant Barn Director will be paired with a Trips counselor to lead the two-week WIT program and is responsible for creating the schedule, and curriculum. This program includes an overnight horseback trip (led by third-party outfitters). They will serve as a counselor for this program, ensuring the physical and mental safety of each camper in their care.
    - Oversee the highest-level riding instruction program (High Rider), offered once a summer for one week. The Assistant Barn Director will be responsible for scheduling and curriculum development as well as serving as one of the primary instructors for the program
    - Maintain all program equipment, including but not limited to all tack, tools, and horse first-aid supplies
    - Possess understanding of camper and staff needs for development and growth. Assist with camper needs support and behavior concerns as needed
    - Observe Cabin Counselor: Riding Instructors and programming daily to ensure high quality programming that meets the mission of the CCO equestrian program
    - Gain working knowledge of Microsoft Suite and Camp Minder software.
- Meetings
    - Assist in facilitating regular barn staff meetings
    - Meet routinely with the Program Director and Barn Director to discuss and evaluate programs and staff. Consult with Program Director to discuss suggestions for improvement of the equestrian program and general camp experiences
    - Attend overnight camp leadership staff meetings and collaborate with other leadership members to support overnight camp staff and operations
    - Support Barn Director in meeting with Cabin Counselor: Riding Instructors for one-on-one meetings to discuss successes, goals, and areas for improvement
- Reports / Evaluations
    - Assist the Barn Director in creating and maintaining barn programming paperwork including camper rosters, riding instruction evaluations, certificates of completion, and camper progression tracking
    - Ensure proper documentation of various paperwork including but not limited to: incident reports, horse healthcare logs, staff concerns, inventory, etc.
    - Observe designated staff and assist the Barn Director in providing mid-season and end-of-season feedback
    - Write an end of season report that includes role summary/schedule, program evaluation, and recommendations for the future

  - Provide leadership in the development of programs in harmony with the Camp's policies, goals, objectives
- All other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Preferably be at least 20 years of age
- Have experience working with youth in a summer camp setting and/or other childcare program
- Must have extensive experience and/or training in horse management, horsemanship and western style pleasure riding (minimum of two years, written documentation/references required), prior experience working with youth and horses in an instructional capacity preferred
- Possess effective leadership, supervisory, administrative, organizational and communication skills
- Ability to prioritize tasks and efficiently manage time
- Basic understanding of computer systems and networks
- Must have current certification in CPR/First Aid or be willing to obtain certification
- Preferred but not required - willingness to comply with YMCA and DOT rules to be approved to operate YMCA vehicles, including 15-passenger mini-buses.
  - Must be at least 21 years of age
  - Must conduct all vehicle operations within the DOT Regulatory Requirements that apply to the position's specific driving duties.
  - Must have a valid US Driver's license or, if required, a Commercial Driver's License.
  - Must have a satisfactory driving safety record (Verified by MVR Review)
  - Must have the ability to obtain a DOT Medical Card (Complete DOT Physical) in order to perform driving duties.
  - Drivers must pass a pre-employment drug test.
  - Drivers must complete a YMCA driver training program.

GENERAL YMCA OF THE ROCKIES REQUIREMENTS

- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith in all functions
- Uphold the YMCA of the Rockies Mission, policies, and programs.
- Possess and demonstrate excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- Support the YMCA of the Rockies safety program. Promote safe work practices and a safe environment for guests, members, and staff.
- Promote a cooperative, positive, and flexible atmosphere while working with others in a diverse community.
- Attend required abuse risk management training and report suspicious or inappropriate behaviors and policy violations.
- Commitment to diversity, equity, inclusion, and antiracism is required.
- Must meet acceptable criminal background check standards.
- All other duties as assigned.

WORK ENVIRONMENT & 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.

- Be able to work inside and outside in all weather conditions
- Be able to hike on rugged terrain
- Must be able to lift 50 pounds, climb/work on ladders and in tight spaces.

- Must be able to participate in regular horseback riding

ENVIRONMENTAL SUSTAINABILITY COLLABORATION:

Support organizational environmental sustainability goals through regular and effective collaboration and communication with sustainability leadership.

ADDITIONAL INFORMATION:

YMCA of the Rockies is a **Praesidium-accredited** organization. Our hiring process reflects the values and standards of Praesidium and other accredited organizations. For more information about Praesidium accreditation, please visit https://www.praesidiuminc.com/

Note: Employees are held accountable for all duties of this job.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.