

It is beneficial for the Ellis Volunteer and the Ellis facility that, no matter what position held, the volunteer know and accept our mission, facility, how it runs, and our staff. A volunteer will perform Horse Care Volunteer duties and may perform additional volunteer position duties within the first year of volunteering. Upon an evaluation, a qualified volunteer in good standing* may stay on as a Horse Care Volunteer or move on exclusively to other Ellis Volunteer positions – many of which include and/or specialize in certain horse care volunteer duties.

HORSE CARE VOLUNTEER

Duties

- Daily handling and care of horses.
- Maintaining a neat stable area, including house keeping & janitorial duties.
 - Cleaning bathrooms, lounge, office, feed room, tool rooms & barn area
 - Cleaning stalls, shed & paddocks.
 - Cleaning tack & other equipment.
- Safely handling, haltering and leading horses in the manner prescribed by staff.
- Identifying individual horses in groups in large pastures and stable area.
- Interacting with the public, providing information on programs and safety precautions.
- Preparing horses for lessons.
 - Grooming, saddling & bridling horses
 - Assisting students.
- Follow instructions; work individually and as a team with other volunteers.
- Lifting up to 40 lbs.
 - Hay bales, wheelbarrows, 5-gallon water buckets.
 - Various stable duties involve lifting.
- Maintaining grounds.
 - Cutting brush.
 - Picking paddocks.
 - Assisting with fence repair and construction.
 - Assisting with Greasing mechanical equipment.
 - De-littering.
- Performing other daily chores on the volunteer chore list.

Qualifications

Ability to perform the above duties independently, attend horse care training, make commitment of one year, 4 hours per week.

Work shifts:

One designated 4-hour shift Monday through Sunday.

Benefits

For every 88 hours per 6 months:

20% discount on lessons.

5 free lessons per year

Discounted Fees for attendance in clinics and educational seminars

Free Continuing Education for Volunteers

Additional Volunteer Opportunities:

After one year of service in good standing, a horse care volunteer may apply for other volunteer positions:

- **Docent (staff assistant & group tour) ***
- **Horsemanship aide/Internship***
- Ellis Charter Horse
- **Technical Docent***

* Hours are flexible for these positions: Benefits for these positions vary with hours donated per week.

Ellis Charter Horse Program

Job Summary: This is a separate job listing under Horse Care Volunteer. After qualifying for charter-horse; a Horse Care Volunteer will be able to “change jobs” and record hours under charter horse program.

Duties

- Care for and exercise an Ellis lesson horse one week per month during lesson breaks
- Groom horse and keep its feet clean.
- Maintain a regular schedule to clean the horse’s tack & halter.
- Provide minor first aid where needed.
- Alert staff about problems with horse i.e. behavioral, health, training etc.
- Exercise the horse appropriately according to assigned homework, weather and horse’s work schedule.
- Fill out logbook each day the horse is visited, noting the activities with the horse.

Qualifications

- Be a Horse Care Volunteer in good standing for one year
- Attend the three mandatory Adopt-a-horse Training classes
- Commit to coming to care for and exercise an Ellis Horse.

Benefits

- The satisfaction and benefits of leasing a horse without paying for it.
- Utilizing an Ellis horse for the several continuing-ed workshops offered throughout the winter.
- The knowledge about horse behavior & training that comes from working with a horse one on one.

Work shifts

- Volunteers work with their assigned horse 1x/ week or more in addition to regular volunteer shift. Once a month during weeks without lessons volunteer may exercise horse according to its needs and training schedule.

HORSEMANSHIP AIDE/INTERNSHIP

Job Summary: This position has been created to provide staff assistance to efficiently prepare horses to perform their lesson duties. The Horsemanship Aide Position will ensure that our goal to create highly trained, qualified horses that will give students the best learning environment possible is attained. This is also a mentor position that requires the volunteer to be mature and knowledgeable enough to work alongside fellow volunteers in a coaching and teaching position.

Duties

- Assist staff with the following tasks:
- Care for, re-condition and exercise Ellis lesson horses as requested by Equestrian center supervisors
- Exercise horses assigned appropriately, paying close attention to the direction of Equestrian center supervisors.
- Fill out logbook each day the horse is cared for, noting the activities with the horse.
- Performing Horse Care Volunteer duties as needed.
- Assisting other volunteers and with lessons.
- First Aid and injury care as assigned.
- Cold hose/soak injured horses.
- Mentoring Horse Care Volunteers in their day-to-day duties.
- Assist with volunteer training and volunteer continuing education classes
- Tack, un-tack, cool out and clean tack of horses schooled by Equestrian center staff.

Qualifications

- Internship application and acceptance through local college, OR
- Go through Horse Care Volunteer training & perform in that capacity for a year in good standing attendance (88 hours per 6 months).
- Commit to 15 weeks to assist on a full time or part time basis. Make up hours permitted upon request- same as Horse Care Volunteer.
- Commit to display a mature, mentoring attitude to fellow volunteers.
- Commit to continuing education and Horsemanship classes at least 2x per lesson season.
- Pass riding proficiency test.
- Entrance upon evaluation & available positions.

Benefits

- The satisfaction and benefits of assisting with the horse care horse reconditioning and exercise horses.
- One on one tutelage where needed to gain appropriate results to further educate volunteer and horse for its lesson duties.
- The knowledge about horse behavior and training that comes from working with horses & professionals in the field.
- College credit with college approval.

Work shifts Evening and weekend hours on a full or part time status depending on position availability. Times may vary with season.

DOCENT

Job Summary: The Docent position has been created to assist staff in giving group tours and greeting visitors. This may be a position taken by those who can no longer meet the lifting requirements for a Horse care volunteer, but would like to continue to donate hours to the facility. A volunteer that fills this position will need to go through group tour training and have a working knowledge of the facility programs.

Duties

- Greeter
- Maintain Display Kits
- Tours on and off site
- Housekeeping
- Answer phones/staff assistant duties
- Mini tours
- Grooming/petting horse/answer questions

Qualifications

- Go through horse care training perform for at least a year.
- Move to docent activities upon evaluation.
- Can be on emeritus or as needed basis.

Benefits

For every 88 hours per 6 months benefits coincide with horse care volunteer

Otherwise, for every 8 hours of work volunteer party invites, free volunteer continuing education classes. - no lesson discounts.

Work shifts on an as-needed basis for special tours, and on Fridays & Saturdays 10-5 for tours; 4 hours once per week- may replace regular shift work

TECHNICAL DOCENT

Duties

- Special talents offered for Ellis's technical needs i.e.
 - Website creation & maintenance
 - Historical & information gathering/research compilation & promoting historical education
 - Fundraiser needs
 - Newsletter

Qualifications

- Go through horse care volunteer training and perform in that capacity for at least a year, or equivalent training for Docent duties.
- Move to technical docent activities upon evaluation.
- Can be on emeritus or as talents emerge basis.

Benefits

For every 88 hours per 6 months benefits coincide with horse care volunteer

Otherwise, for every 8 hours of work volunteer party invites, free volunteer continuing education classes. - no lesson discounts.

Work shifts Vary on as needed/as available basis