

Grigg Lewis Foundation, Worker ship Program  
Job Description

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| <b>Organization:</b> | Cornell Cooperative Extension of Niagara County |
| <b>Job Title:</b>    | Equi-Star Intern                                |
| <b>Reports to:</b>   | Heidi Feltz                                     |

**Job Purpose:**

The Equi-Star Intern will assist both the Program Coordinator and Barn Manager in providing a therapeutic riding program during the summer sessions. She/he will have the opportunity to assist with planning and delivering the therapeutic riding programming along with learning the day-to-day responsibilities of operating a stable and caring for horses. This position is critical to the success of the program as additional personnel support allow CCE to better serve individuals with special needs throughout the busy summer sessions. The intern will also assist with any events held which will include advertising, set-up, take down, and attending the event, including having a display booth at the Niagara County Fair, the largest public event in our county. This experience will provide real-world job exposure in a supportive yet challenging environment that fosters self-awareness, personal growth and skill development.

**Duties and responsibilities:**

- Assist with the safe and productive delivery of therapeutic riding classes for all involved
- Assist the Program Coordinator with events, volunteer management, participant paperwork, etc.
- Assist the Barn Manager with daily tasks including but not limited to feeding and caring for horses, ordering supplies, cleaning stalls, general cleaning/maintenance, light yard work, etc.
- Work as a team member with all volunteers and staff to deliver programming.
- Prepare horses for classes, tacking and untacking, maintaining tack, etc.
- Handle horses and/or be a side walker during classes.

The position is located at our Equi-Star facility at 2199 Fuller Road, Burt NY 14028.

**Qualifications:**

Required Qualifications include:

- Residency
  - Resident of Eastern Niagara County (includes Lockport, Newfane, Gasport, Sanborn, Cambria, Wilson, Ransomville, Wheatfield, Royalton, Hartland, Barker, Pendleton, Middleport, and Somerset only) or enrolled in Niagara County Community College or Niagara University in the fall of the year for which she/he applies for the position.
- Education
  - High School Diploma or equivalency
  - Enrolled in any college in the fall of the year that she/he applies for the position.
- Specialized knowledge
  - Completed coursework and/or an interest in equine management and/or pursuing a degree in an area of Special Education and/or Human/Youth Development is preferred, but not required.

- Skills
  - Creative
  - Strong communication skills
  - Flexible, open and receptive to new information and ideas
  - Adaptable
- Abilities
  - Proficient with windows-based software including use of the Internet and Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, and Excel.
  - Ability to meet the physical demands of the position, including but not limited to moving and lifting 50lb bags of feed and bales of hay.
  - Ability and willingness to work with diverse audiences.
  - Ability to communicate effectively through verbal, written and visual channels using traditional methods and educational tools, as well as electronic technology (e.g., video, audio, computers, etc.).
  - Ability to work effectively and cooperatively with others as well as independently.
  - Ability to complete tasks outdoors in all types of weather (rain, heat, etc.)
  - Ability to work flexible hours, which may include evenings and weekends as scheduled.
- Experience – preferred, but not required
  - Experience working with disabled youth
  - Experience with equine

**Working Conditions:**

Work hours will vary from 8:00am to 9:00pm Monday through Sunday; a certain degree of flexibility is required. This position requires working some nights and weekends. Interns will work about 35-40 hours per week with one weekday and one weekend day off. Working conditions vary with the weather from sunny and hot to rainy and wet. You will need to prepare for change of weather conditions. Work boots and or muck boots recommended – no open toe shoes allowed.

**Physical requirements/Dress code:**

Interns would need to lift up to 50 pounds feedbags and hay bales. The dress code is barn appropriate, closed toe shoes, and should be determined by the duties and events of each day.

If interested in the Equi-Star intern position please contact: Heidi Feltz by email at [hmk3@cornell.edu](mailto:hmk3@cornell.edu) or by phone at 716-433-8839.

Approved by: \_\_\_\_\_

Reviewed: Date \_\_\_\_\_