

Discovery Horse – Farm Manager

WHO ARE WE?

Discovery Horse is a behavioral health and mental wellness agency situated on a 15-acre therapeutic farm in Fort Ripley, Minnesota. The staff at Discovery Horse offers NeuroRelational Coaching™ in a multidisciplinary approach in working with children and families in crisis. At Discovery Horse, we model operating an organization based on healthy relating principles from the bottom-up – we encourage the personal work that provides a solid foundation to providing services in a healthy, authentic way – without self-sacrifice and the resulting burn out that is so common in our fields.

OUR MISSION:

Our mission is to create an environment where anyone can come to new understandings about themselves, practice new ways of being, and carry the value of connection and their own wisdom forward into their everyday lives. We value safety, authenticity, collaboration, and trust as means toward intentional relationship building. We have a vision where we believe in a world where every being feels belonging, feels security, and feels a strong sense of self - so that no matter what is going on around them, each can hear their own wisdom.

WHO ARE YOU?

Connected, passionate and motivated. Driven, with an entrepreneurial spirit. Resourceful, innovative, forward thinking and committed. At Discovery Horse, LLC, our people embrace these qualities, so if this sounds like you then please read on!

WHAT THIS ROLE WILL DO

The Farm Manager is an integral part of the Discovery Horse team. Responsible for maintaining Discovery Horse, LLC's multi-building/15-acre farm property, animal care, equipment, and farm-related supplies. Ability to anticipate and prioritize activities and work safely within an equine environment is critical. The Farm Manager must communicate effectively with staff and be able to work within the confines of Discovery Horses' busy client schedule. At Discovery Horse, LLC, we are committed to creating a work environment where all employees are trained in and apply the principals of secure attachment in all relationships. Leaders are expected to model secure attachment.

General Leadership Responsibilities:

- Maintains, models, and encourages principals of secure attachment in all relationships.
- Responsible to build a trusted and connected farm and property team that cares for Discovery Horse, LLC.



Discovery Horse – Farm Manager

- Responsible to hire, train, oversee and direct work of all farm / property employees.
- Provides clear direction and feedback to staff.
- Daily considers client calendar, weather, seasonal responsibilities, and daily tasks when planning and prioritizing tasks for self and team.
- Responsible for administrative tasks related to leadership such as timecard approvals, schedules, and vacation requests for staff. Coordinates coverage when staff is sick or on vacation, personally filling in where appropriate.
- Responsible for creating and maintaining farm and property budgets annually.
 - Manages complete inventory of animal and farm equipment, supplies, meds, etc.
 - Coordinates regular inventory.
 - Coordinates reordering of any supplies
 - Submits expense reports in timely fashion.
 - Works to find vendors that supply the best product at the lowest cost.
- Serves as the Project Manager for all farm and property projects.
 - Works to consider client calendar when executing projects.
 - Coordinates the rental of equipment and ordering of supplies for projects.
 - Oversees the completion and handover of all projects, ensuring that projects are completed with attention to detail and on time.
- This position will in person work with hours that range from standard business hours to evening and/or weekend hours
- Completes other duties as assigned.

Farm Responsibilities

- Provide each animal with a loving, structured, and safe environment based in connection and secure attachment. Farm Animals: Horses, goats, donkey, dogs, cats, birds, and snake.
- Oversee the daily care of all farm animals including feeding, watering, handling, grooming, medication, stall cleanliness etc.
- Coordinates the medical care of all animals including managing preventative care Veterinarian appointments, Ferrier appointments, emergent care appointments.
 - Maintain organized and thorough health records of all animals
 - Actively engages in communication regarding animal observations with staff. Records and acts on any unusual animal observation.
- Organizes the layout of barns, pastures, and grounds to best accommodate animals.
- Complete animal grounds and maintenance projects such as mucking, supply distribution, ensuring the integrity of outdoor habitats and enclosures, etc.

Property Responsibilities

- Creates all preventative maintenance checklists for all farm equipment, fleet vehicles and building structures. Ensures completions of all PM tasks regularly.
- Oversight of all building and property maintenance including general maintenance and equipment breakdowns. Oversees timely repairs on equipment or facility issues.
- Maintains all fencing and animal safety structures.
- Responsible to maintain an organized workspace for farm and property staff.



Discovery Horse – Farm Manager

- Oversees the care of the grounds, ensuring regular mowing, weed control, gardening, tree limb maintenance, landscaping, seasonal décor etc.
- Responsible for the strategic forethought of the sustainability and growth of the Discovery Horse farm. Works with the co-founders to create a short-term and long-term strategy for growth on the property with special consideration of safety of the animals and visitors to the farm. (For example, irrigation, lighting, walk paths, fencing, parking, etc.
- Responsible for the Discovery Horse vehicle fleet, ensuring regular maintenance such as oil changes, tire rotations, wipers, etc.
- Maintains the wood stove. Completes seasonal opening and closing of the stove. Manages daily feeding of the stove with regard to weather, activity, etc.

SAFETY SENSITIVE POSITION

This position is deemed as a “Safety Sensitive Position.” Company employees occupying a position considered “Safety Sensitive” under Minnesota law, in which, in the opinion of management, impairment caused by drug, cannabis, or alcohol usage would threaten the health or safety of any other person may be subject to testing on a random selection basis, at the discretion of management or based on the requirements of a client.

PREFERRED QUALIFICATIONS

- Education: High School Diploma
- Previous work experience of at least 5 years: Property and Building Maintenance, Livestock/ Equine Care
- Previous work experience of at least 3 years: Budgeting, supply and inventory control, leadership and management of others with varies degree of competence, training of others.
- Competencies: Manages Complexity, Action Oriented, Resourceful, Directs Work, Strategic Mindset, Collaborates, Instills Trust, Manages Ambiguity, Communicates Effectively, Optimizes Work Practices
- Position requires constant walking, climbing stairs, lifting and carrying 50+ lbs. and occasional sitting.

EQUAL EMPLOYMENT OPPORTUNITY

We are passionate and committed to our people and go beyond the rhetoric of diversity and inclusion. You will be working in an inclusive environment and be encouraged to bring your whole self to work. We will do all that we can to help you successfully balance your work and homelife. As a growing business we will encourage you to develop your professional and personal aspirations, enjoy new experiences, and learn from the talented people you will be



Discovery Horse – Farm Manager

working with. It's talent that matters to us and we encourage applications from people irrespective of their gender, race, sexual orientation, religion, age, disability status or caring responsibilities.

Discovery Horse, LLC strongly supports equal employment opportunity for all applicants regardless of age (40 and over), ancestry, color, religious creed (including religious dress and grooming practices), family and medical care leave or the denial of family and medical care leave, mental or physical disability (including HIV and AIDS), marital status, domestic partner status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, political affiliation, national origin (including language use restrictions), citizenship, race, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, sexual orientation, or any other basis protected by applicable federal, state or local law, rule, ordinance or regulation.

We also afford equal employment opportunities to qualified individuals with a disability. For this reason, Discovery Horse, LLC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant consistent with its legal obligations to do so, including reasonable accommodations related to pregnancy in accordance with applicable local, state and / or federal law. As part of its commitment to make reasonable accommodations, Discovery Horse, LLC also wishes to participate in a timely, good faith, interactive process with a disabled applicant to determine effective reasonable accommodations, if any, which can be made in response to a request for accommodations. Applicants are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek. Any applicant who requires an accommodation in order to perform the essential functions of the job should contact Discovery Horse, LLC to request the opportunity to participate in a timely interactive process. Discovery Horse, LLC will also provide reasonable religious accommodations on a case-by-case basis.

