

# Strides Therapeutic Horsemanship Center

5426 N. Rd 68 Ste. D-204  
Pasco, WA 99301  
509-492-8000  
Non Profit 501(c)(3) #20-8371068



## Feeding Coordinator

The Feeding Coordinator at Strides is responsible for managing the dietary needs of the horses, overseeing volunteer schedules and feeding times, and ensuring smooth operations in the barn. This role involves planning and coordinating feeding schedules to provide balanced, nutritious meals tailored to each horse's needs. The Feeding Coordinator also manages inventory, ensuring there is always an adequate supply of feed and related materials. They report directly to the Volunteer Coordinator and Executive Director, ensuring efficient communication and adherence to the center's standards. With strong organizational and leadership skills, the Feeding Coordinator plays a key role in supporting both the health of the horses and the success of the therapeutic programs.

**Position:** Horse Adoption

**Organization:** Strides

**Location:** On site

**Commitment:** 1-3 hrs on your assigned day

### Position Overview:

The Feeding Coordinator at Strides is a key role that involves overseeing the daily feeding operations for the horses, ensuring their nutritional needs are met while maintaining a clean and organized environment. This position is responsible for managing volunteer schedules, filling in for last-minute cancellations, and ensuring that feeding tasks are completed efficiently. The Feeding Coordinator works closely with volunteers, maintaining effective communication via the GroupMe chat to answer questions and provide support as needed.

**Responsibilities:** Included but not limited to:

1. Oversee the feeding schedules of volunteers
  - a. Ensure that each day and time slot is filled with an active volunteer
  - b. Ensure that volunteers are showing up for their scheduled shifts and completing tasks correctly
  - c. During summer pasture turn out, that horses are being managed properly according to schedule
2. Train new volunteers as delegated to area by the Volunteer Coordinator
3. Maintaining inventory of feed and supplements
4. Report to the Executive Director of feed and volunteer needs as they arise
5. Finding substitutes when needed or filling the need in person
6. Monitoring and posting in the Groupme chat for feeding volunteers
7. Maintaining the google schedule sheet
8. Making sure the area is kept clean and orderly
9. Oversee the volunteer care of chickens and cats

**Qualifications & Skills:**

1. Organized with ability to also prioritize tasks
2. Autonomous & efficient
3. A working knowledge of equine nutrition and needs for specific use and age groups of horses
4. Excellent interpersonal communication skills
5. Demonstrated history of responsibility, dependability, and maturity
6. Ability to communicate, motivate, lead and relate effectively to a wide variety of individuals
7. Ability to be flexible, creative and adaptable to situations
8. Commitment to a positive, fun and team-oriented working environment
9. Horse experience is beneficial for training purposes