

Central Kentucky Riding for Hope, Inc. (CKRH)
Volunteer and Media Manager
Job Description

Job Title: Volunteer and Media Manager

Reports to: Program Director

Hours: 40+ Hrs/week

Salary: DOE

Revised: July 2026

Overview:

The position is responsible for the organization, outreach, planning and scheduling of all the organization's internship and volunteer programs. Collaborates with the Development Director for special events. Coordinates the recruitment, training, recognition, administrative and record-keeping functions involved with volunteers and special events. Works in partnership with all program staff to establish appropriate volunteer support of all lessons & programming. Will maintain a cooperative working relationship with other staff, volunteers, and clients. Assist with other CKRH operations as requested. Horse experience is preferred, as this position trains volunteers and interns how to lead, groom, tack horses, and sidewalk with participants.

Scope of Responsibility:

Operates under general supervision of Program Director with latitude for independent judgment and actions on routine matters only. Suggestions and recommendations should be presented to the Program Director.

General Responsibilities

- Adhering to policy and procedures as outlined by CKRH and PATH Intl.
- Serve as an ambassador for Central Kentucky Riding for Hope by attending trainings, recruitment fairs, speaking at events, presenting, and organizing volunteer special events.
- Other duties as requested and/or assigned.
- Adhering to budgetary constraints of the program & volunteer program budget.
- Participate as a team member to help maintain all areas of the facility as needed and requested (after lessons, special events, etc.).
- Conduct new volunteer orientations.
- Schedule volunteers to support lesson programming and events.
- Serve as an ambassador for Central Kentucky Riding for Hope.

Please email resumes to Rachael, at programdirector@ckrh.org