

## **Parks Program Assistant Manager, Equestrian Program**

Part-time, Seasonal

Pay Rate: \$15.59 – \$18.40 hourly, depending on qualifications

Hours: 22.5 hours per week

Schedule: Varies based on program needs – days/evenings/weekends required

The Equestrian Program Assistant Manager works as part of a team to support the Recreation Manager in running day-to-day operations of the equestrian riding program.

Duties Include:

- Assist with general horse care and maintenance, including feeding, watering, supporting veterinary visits, winter care, etc.
- Understanding and applying knowledge of horse herd dynamics and the ability to evaluate incoming school horses.
- Preparation of facility and grounds for riding program – includes custodial duties, tack upkeep, and site inspections.
- Provide customer service to participants in the riding program and their caregivers, including welcoming newcomers, answering questions, enforcing program safety guidelines and program rules, and leading riding lessons.
- Registering participants for programs and assisting with rider skill evaluation, proper placement of participants based on prior riding experience.
- Participant management when leading or assisting riding programs – have proper equipment, receive safety briefings, and are accounted for throughout the program.
- Clearly communicate instructions when facilitating programs and modify delivery to meet the learning style, comprehension and communication needs of participants.
- Using cleaners, solvents or chemicals for sanitation and maintenance – gloves and other protective equipment will be provided.
- Completing various reports as required, including accounting for program supplies and materials, incident reports and program participation and feedback.
- Driving a Parks vehicle and operating any Parks equipment related to the program.
- Providing support during special events and projects as requested, as well as being on call when the supervisor is unavailable.
- Other duties as assigned.

Minimum Requirements:

Must be 18 years or older and possess a GED/high school diploma. Must have a valid driver's license and ability to drive to various park locations for program purposes. Must be able to lift, push, pull, carry up to 40 pounds. Must be able to stand, walk, squat, or bend for prolonged periods. Successfully complete and maintain CPR/First Aid Certification within the first six months.

Preferred experience:

Ideal candidates will have prior equestrian program experience, with an emphasis on English riding lessons. Must have the ability to relate well with all members of the public and demonstrate exemplary customer service while representing LFUCG. Applicants must also enjoy working outdoors, lift and carry up to 40 pounds of weight. Training will be provided.

If interested, please submit a resume and request an application by sending an email with the subject line: Parks Equestrian Program Employment to [gockerma@lexingtonky.gov](mailto:gockerma@lexingtonky.gov) and [jhubbard1@lexingtonky.gov](mailto:jhubbard1@lexingtonky.gov).

Applications accepted through August 22, 2025 or until filled. For questions, contact Georgia Ockerman, Equestrian Program Manager, at [gockerma@lexingtonky.gov](mailto:gockerma@lexingtonky.gov) or (859) 559-6056