



Farm Operations Assistant

REPORTS TO: Program and Volunteer Manager

STATUS: Part-Time (20 hours per week)

LOCATION: Greenfield, MN

SALARY: \$15-\$18

POSITION OVERVIEW

The Farm Operations Assistant supports the daily operations of the barn, horses, and farm environment. This role focuses on maintaining barn readiness, supporting horse care and conditioning, assisting with volunteer guidance, and ensuring the property is clean, organized, and functioning effectively. This position works closely with the Facility Coordinator and Program and Volunteer Manager to support overall operations and may step into sessions or assist with programming as needed, but is primarily an operations-focused role.

CORE RESPONSIBILITIES

Barn Operations & Daily Care

- Support daily horse care routines including feeding, turnout, blanketing, hay, and water
- Prepare grain and supplements as assigned
- Maintain cleanliness and organization of barn areas including feed room, wash stall, arena, and common spaces
- Ensure daily barn readiness and assist with end-of-day reset
- Monitor horse health and behavior and report concerns promptly

Horse Enrichment & Conditioning

- Assist with horse conditioning activities such as groundwork, walking, stretching, basic fitness routines, and enrichment; may also support bootcamping, integration of new horses, and participate in riding **if approved based on competency**
- Observe and communicate changes in horse behavior, soundness, or overall condition and help maintain consistency in horse routines

Property & Facility Maintenance

- Support upkeep of paddocks, arena, walkways, and barn areas
- Assist with seasonal and routine tasks such as drainage management, snow removal, mowing, weed management, water systems, and general property maintenance
- Monitor and maintain water sources, hay areas, and feeding equipment
- Identify and communicate maintenance or safety concerns

Volunteer Support

- Assist with onboarding and training volunteers in daily barn tasks and expectations, including feeding shifts
- Reinforce procedures, support task completion, and serve as a resource for routine questions during barn operations

Program & Session Support (As Needed)

- Assist with preparing horses and spaces for sessions
- Step into horse handling or session support roles when needed
- Support setup and cleanup of programming areas

Operations Support & Communication

- Maintain organization of supplies and assist with restocking as needed
- Update basic tracking tools such as whiteboards, logs, or task lists
- Communicate observations, needs, and updates to supervisor
- Participate in regular check-ins and team communication

WORK STRUCTURE & EXPECTATIONS

- Balance daily operational tasks with structured responsibilities such as horse conditioning and property upkeep
- Maintain awareness of barn needs and proactively support areas requiring attention
- Prioritize safety, consistency, and organization in all tasks

QUALIFICATIONS

- Experience working with horses and performing barn chores
- Ability to safely handle horses in a variety of situations
- Comfortable working outdoors in varying weather conditions
- Strong communication and teamwork skills
- Ability to follow direction and maintain consistency in routines
- Willingness to learn and adapt within a growing program

PREFERRED QUALIFICATIONS

- Experience in equine conditioning, groundwork, or training support
- Experience working with volunteers or in a team-based environment
- Familiarity with farm equipment and basic property maintenance

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds
- Ability to perform manual labor and work on feet for extended periods
- Ability to work outdoors in all weather conditions

BENEFITS

- Opportunity to make a meaningful impact in the lives of clients, their families, and community
- Hands-on experience in a unique and growing field and organization.
- Collaborative and supportive work environment.
- Opportunities for professional development and training.
- Accrued paid time-off

Hold Your Horses is also a qualified employer under the Public Student Loan Forgiveness Program.