

Equestrian Centre Manager, Birds Hill Park April 17 – October 6, 2017

Reporting to the Executive Director (ED), the Equestrian Centre Manager will be responsible for managing all aspects of the Equestrian Centre owned and operated by Manitoba Horse Council Inc. (MHC) and meeting the objectives as set out by the ED and the Equestrian Centre Committee (ECC). The role involves:

- Managing the Equestrian Centre office including preparation of billing reports, liaising with contractors and suppliers and interacting with the public, Centre users and park staff
- Preparing and coordinating the use, rental and set up of equipment and stabling for Equestrian Centre users
- Managing and effecting the general maintenance and repair of the Equestrian Centre's buildings and surrounding areas
- Grass cutting and general landscaping
- Training, scheduling and supervision of casual workers
- Co-ordination of the purchase and delivery of items necessary for the upkeep of the Equestrian Centre
- Other maintenance duties to ensure the upkeep of the Equestrian Centre

Position requirements

- Excellent verbal and written communication skills
- Good problem solving skills
- Experience in the safe use of a variety of maintenance equipment such as mowers, tractors and manual tools
- Ability to work on own initiative
- Ability to organize and prioritize own and others' work tasks
- Staff supervision skills
- Ability to prepare accurate billing and other reports
- Knowledge of equestrian sport and horse welfare pertaining to competition sites, equipment and stabling
- Valid drivers license and own vehicle
- Current First Aid and CPR certification

Hours: 40 hours per week, will include weekends, overtime to be expected

Salary: Salary is commensurate with experience and ability

Closing date for applications: Monday, March 13, 2017

To apply for this position please submit a covering letter and resume clearly outlining how your skills and experience meet the requirements of the post.

Send to:

Executive Director

Manitoba Horse Council

145 Pacific Avenue

Winnipeg, MB R3B 2Z6

or by email to mhc.exec@sportmanitoba.ca

We thank all applicants, but only those selected for interview will be contacted. No phone calls please.

About Manitoba Horse Council

Manitoba Horse Council (MHC) is a not-for-profit organization representing clubs and individual members involved in equine activity in Manitoba. MHC is the recognized governing body for equestrian sport in the province; providing support, leadership and resources to develop athletes and protect the interests of Manitoba equestrian enthusiasts.