



JOB DESCRIPTION – MHC EQUESTRIAN CENTRE MANAGER, BIRDS HILL PARK

Reporting to the Executive Director (ED), the Equestrian Centre Manager will be responsible for managing all aspects of the Equestrian Centre (hereafter referred to as the 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).

Duties include but are not limited to the following:

Administration

- ◆ Manage the office; liaise with suppliers, contractors, Centre users and the public, and coordinate business decisions with the ED and ECC.
- ◆ Liaise with the ED, ECC and MHC office regarding bookings and scheduling of events at the Centre.
- ◆ Interact in a professional manner with Centre users, public and park staff and, in consultation with the ED and ECC, resolve any issues that arise.
- ◆ Prepare and submit to the ED a weekly report of activities (including hours worked, tasks accomplished, items purchased/needed to be purchased, and a brief on issues arising) using the required pro-forma.
- ◆ Meet with the Executive Director and Equestrian Centre Committee as requested.
- ◆ Maintain a petty cash fund for minor purchases (\$100 or less) and report all expenditures with receipts using the weekly reporting mechanism.
- ◆ Record (using the required pro-forma) and store all “Lost & Found” articles.
- ◆ Schedule, prioritize and assign work details for self and any casual workers and ensure these schedules are reviewed and agreed with the ED prior to implementation.
- ◆ Schedule, prioritize and assign work details for “Green Team” and “Canada Summer Jobs” employees
- ◆ Participate as required in the selection and hiring of casual, “Green Team” and “Canada Summer Jobs” employees for the Centre.
- ◆ Train and supervise casual employees in the safe implementation of assigned tasks.
- ◆ Maintain and submit to the ED casual employee time sheets.
- ◆ Maintain a list of all inventories and submit an up-dated list at the completion of the term contract.

Maintenance

- ◆ Manage and effect the general maintenance and repair of the Centre’s buildings and surrounding areas as reviewed and directed by the ED and ECC.
- ◆ Grass cutting and general landscaping including; watering, fertilizing, planting, and tree trimming etc.
- ◆ Oversee, co-ordinate and assist with the preparation of barn areas for incoming users.
- ◆ Ensure preparedness of competition rings.
- ◆ Arrange for garbage collections and ensure general cleanliness of all Centre buildings and surrounding areas including parking areas.
- ◆ Maintain competition areas during competition.
- ◆ Manage, repair and maintain all Centre equipment as reviewed with and approved by the ED and ECC.

- ◆ Coordinate the purchase and delivery of items necessary for the maintenance and upkeep of the Centre (i.e. fuel, shavings, gravel, etc.) as approved by the ED and ECC.
- ◆ Record and report any damages and/or infractions to the Designated Centre Liaison Officer and the MHC Office immediately following the infraction or on the next business day if it occurs on a weekend.
- ◆ Open and close the Centre annually and report on this to the ED and ECC.

Events

- ◆ Meet with the Designated Centre Liaison Officer as indicated on the Facility Agreement to inspect the stalls and barn areas prior to, during and after occupation by Centre users as described in the Facility Agreement;
 - ✓ Prior to occupation; meet to inspect and label stalls and other areas.
 - ✓ During occupation period; monitor site to assist and/or troubleshoot as needed.
 - ✓ After occupation; inspect to finalize tally of items used for billing purposes.
 - ✓ Prepare billing reports and ensure these are signed (to signify their agreement with the billing) by the Designated Centre Liaison Officer prior to their departure from the site.
 - ✓ Resolve any queries regarding billing on site or, if resolution is not possible, refer these to the ED and ECC within two business days of the query arising.
 - ✓ Forward completed billing reports to the MHC office.
- ◆ Coordinate the use, rental and set up of equipment for Centre users (i.e. dressage boxes, jumps, etc.).
- ◆ Coordinate the location and set up of bleachers for Centre users.
- ◆ Prepare show rings and warm up areas as required, including periodic watering and/or harrowing during the event.
- ◆ Coordinate the cleaning and disinfecting of all stable areas following use.
- ◆ Maintain regular contact (via phone or in person) with the Designated Centre Liaison Officer during working hours when an event is taking place.
- ◆ Other duties as required by the ED or ECC.

2015 Requirements

1. Criminal Record Search (*vulnerable sector search*)
2. First Aid Certificate

(Any expenses realized in the completion of the **2015 Requirements** will be covered by the Manitoba Horse Council to a maximum dollar value of \$250.00 - Receipts to be included for reimbursement)

Hours

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

Salary

Salary is commensurate with experience and ability