VOLUNTEER MANAGER ROLE AT HEALING REINS

Join our management team at Healing Reins Equine Assisted Services as our new Volunteer Manager!

Healing Reins Equine Assisted Services seeks a Volunteer Manager to join our management team in providing equine-assisted strategies designed to help Central Oregonians with varying abilities, special needs, mental and behavioral health to thrive.

WHO WE ARE

Since 1999 Healing Reins Therapeutic Riding Center has provided treatment strategies designed to help Central Oregonians with varying disabilities and special needs to thrive. Healing Reins is the only Premier Accredited Center east of the cascades in Oregon offering professionally recognized horse-centered therapies aiming to bring strength, hope, confidence and joy to all who partake in our services.

OUR MISSION

“To heal with horses” by offering nationally accredited, affordable, horse-centered therapies and experiences that bring strength, independence, confidence and joy to Central Oregonians of all ages and abilities.

WHO YOU ARE

You are an experienced people manager with excellent interpersonal skills and proven group training and management skills. You value team culture that emphasizes collaboration, flexibility, and effective communication. This position reports to the Development Director and works closely with peer positions in Program Services.

WHAT YOU WILL BE DOING

Our organization couldn’t run without our amazing group of 150+ trained volunteers delivering year-round services.

The critical role of our Volunteer Manager is responsible for the day-to-day volunteer program operations and online scheduling systems for all services related activities. Daily responsibilities include: recruitment, screening, appropriate placement, training, development of volunteers and their roles, and scheduling of individual and group volunteers to support Healing Reins’ daily services and special projects.
This position is responsible (with the support of the development team) for the development and execution of volunteer outreach efforts across two locations to build and sustain the organization’s Adaptive Horsemanship, Hippotherapy, Equine-Assisted Learning, and Equine-Assisted Mental Health programs and related activities.

YOU ARE SOMEONE WHO BRINGS EXPERTISE IN:

- Strong exposure to and fondness for working with and around horses. Three years of recent, direct experience working with horses is strongly preferred. This position requires direct interaction with the herd, and willingness to jump into the area to fill and model any volunteer role in any capacity.
- Has great interpersonal skills that includes: collaboration with others, conflict resolution, negotiation skills, advocates for the organization and the team’s needs, has a knack for influencing and guiding others, is able to manage a variety of volunteers of different ages, skills, backgrounds and horse experience.
- Identifying the need for volunteers in the organization by knowing the priorities, plans and needs of the organization; actively recruit new volunteers by identifying opportunities to solicit volunteer needs at local events and engagement opportunities.
- Confident with face to face training of groups of 10 or more, and setting clear expectations for others while maintaining professional at all times is a must.
- Ability to deliver effective volunteer onboarding training for people of varying horse skills and stages of life, including development opportunities for those who require additional skills.
- Promotes policies that incorporate cultural competency and disability inclusion.
- Comfortability managing technology systems including: digital communication and scheduling tools, individual volunteer documentation files, database upkeep.
- Looks for ways to provide recognition, reward and retention of volunteers at Healing Reins.
- Deliver training and up to date education materials as well as communicate and enforce standard industry terms and language to be used by volunteers and ambassadors who represent Healing Reins in the barn and out in the community.
- Establish and maintain strong organizational standards.
- Develop & revise policies, processes and procedures and manage quality of procedures as pertains to volunteer trainings, transference of training information to the arena, and support systems to Healing Reins.
REQUIRED EXPERIENCE & TRAINING:

- College degree.
- A minimum of four years direct supervisory experience; group supervision experience preferred.
- Experience with budget development and management.
- Ability to develop and maintain strong record keeping and documentation systems.
- Must have proven ability to maintain clear consistent, and timely communication both verbally and in writing with riders/participants, caregivers, volunteers, and fellow staff.
- Must be able to create a positive and fun teaching environment for our volunteers and participants.
- Must be willing to work in a flexible and ever-changing environment, including a barn and outside with climate changes.
- Must be willing to be physically active in the arena including: able to lift up to 50 pounds, able to jog in deep sand for short distances, and lead and manage a horse in a 60 minute lesson.
- Fluent in speaking and understanding Spanish is preferred

HOW TO APPLY

- Email resume and cover letter to Alib@healingreins.org
- Priority application deadline is July 14th, 2023 Position open until filled.
- Ideal start date is mid July or August 2023. This is a full-time, exempt position.
- As a non-profit, we are not able to provide any relocation compensation for this position.

PERKS OF THE JOB

- Benefits include a group medical, vision and dental insurance policy provided in full by Healing Reins monthly to the individual full-time salaried staff
- A competitive personal paid-time-off policy. Including 10 PTO Days as well as an additional 18+ holidays paid throughout the year.
- Healing Reins supports a healthy work-life balance with flexible hours and work schedule
- Healing Reins supports continuing education opportunities for all staff.
- Healing Reins is actively working to diversify its staff and encourages applications from people of all races, ages, gender identities, sexual orientations, religions, beliefs, national origins, or abilities.

STARTING SALARY RANGE: DOE ($46,000-$56,000 plus benefits)

Work Location: Two Site Locations in Bend and Tumalo, Oregon.
Job Type: Full-time; some special event weekend availability and weekend volunteer orientations.
Healing Reins Therapeutic Riding Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender (including gender identity (expression), sexual orientation, and pregnancy), age, national origin (ancestry), disability or genetic information, marital status, military status, or any other protected class in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, partners, vendors, and clients. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. A state of Oregon criminal background check and a Department of Human Services Child Welfare background check is required for employment at HRTC.