

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971

(530) 283-0202, ext. 257

www.frc.edu

PROGRAM COORDINATOR –AG/ EQUINE

DEFINITION:

Under general supervision of the Ag Dept. Chair to facilitate the day to day program operations of the Agriculture Department and Equine Studies Program. Oversee foundation owned horses, leased and donated horses, and student horse boarding program, manage horse breeding program, and other livestock. , Facilitate the recruiting of prospective students, assist in the development and maintenance of instructional material, provide student assistance, and provide supportive duties for the various Ag Dept. and Equine Studies courses, activities, events and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This job provides coordination for the Ag and Equine programs.

CLASSIFICATION:

- FLSA Non-Exempt
- Classified – CSEA
- Date Modified: January 2017

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plan, implement, and monitor daily Ag Department and equine facility operations.
- Assist in the development and maintenance of instructional material, provide student assistance, and provide supportive duties for the various Ag Dept. and Equine Studies courses, activities, events

- Maintains a variety of Instructional files and records – SLOAC, AG/EQ courses, agendas, minutes.
-
- Establish and implements facility biosecurity plan.
- Performs livestock healthcare including veterinary Manage Feather River College Horse Breeding Stock including ultrasound, artificial reproduction, and foal care.
- Develops and implements annual college horse sale
- May assists in setting up labs and classroom teaching materials
- Develop and monitor grant funding
- Facilitate recruiting for the Ag and Equine Studies program: developing promotional packets, mailings, set up and give tours, plan AG/ Equine related recruiting events, help students
- Establish and maintain effective working relationships with faculty, staff, students and individuals with special needs, including learning, physical and behavioral disabilities
- Assist students in applying for scholarship part-time job & full time job placement and encouraging students to participate in extracurricular activities
- Coordinate record keeping for the Student Horse Boarding and Student Horse Purchasing programs
- Guides and assists students in, or performs, the planning, organizing, implementation and monitoring of the day to day operations
- Works with Student Interns and Staff in maintaining Feather River College horses
- May direct the work of short-term employees and supervise student employees
- Assists students in, housing, and other personal supportive needs
- Provides and relays information and maintains contact with a variety of college departments and external agencies
- Coordinate record keeping for the Student Intern Program
- Controlling (ordering and inventorying supplies, equipment and tack)
- Correspondence (preparing and/or maintaining effective reports and records, responding to program inquiries)
- Coordinate vendors (vet care, shoeing, breeding, and nutrition of all foundation horses)
- Assists in development and tracking of restricted, unrestricted, and foundation budgets
- APR/CPR for all program needs
- Manage the content and maintenance of website, advertisements, and other publications
- Other related duties as assigned

Knowledge of:

- Methods and techniques of individual and group learning assistance
- Principles of horsemanship including training, conformation, horseshoeing and general health care
- Principles of reproductive management including ultrasonography, artificial insemination, stallion, mare, and foal care
- Modern office practices and procedures including filing, office equipment operation and reception

- Principles of livestock management (feeding, vet care, scheduling farrier, ordering and administering annual vaccinations/worming, completing breed registrations and transfers)

Skill in:

- Effective communication skills, both orally and written;
- Advanced horsemanship and the ability to school and train horses
- Performing general health care and maintenance to livestock
- Establishing and maintaining effective working relationships with fellow staff members
- Operating standard computer software for Windows and Adobe based platforms such as: Word, Excel, PowerPoint, Outlook, and Page Maker
- Preparing and maintaining a variety of records, forms and reports
- Equine reproduction management (heat detection, artificial reproductive, ultrasound operations)

DESIRABLE QUALIFICATIONS:

- Associates degree or Bachelor's degree agricultural, business or related field is preferred
- Community College experience
- Experience skills in:
 - Instructing students in various equine topics
 - Managing or assisting operating similar livestock activities
 - Participating in horse shows, rodeos and related activities
 - Extra curricular activities-clubs committees, scholarships, internships, sports, and community services

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

- Vision to read and review student work, administer and score tests and assist students with other academic materials
- Hearing and speech to understand and respond to questions and provide instructions and lead group instructional sessions
- Lifting, pushing and pulling equipment weighing up to 50 pounds (saddle a horse)
Walking, standing, stooping, kneeling, reaching and climbing

This work is performed in a classroom, office and outside learning setting in various weather conditions.