MADISON HOUSE AUTISM FOUNDATION

MADISON FIELDS
A MADISON HOUSE AUTISM FOUNDATION PROJECT

Equine Program Manager
Job Description

Background:

Founded in 2008, **Madison House Autism Foundation**'s mission is to promote, model and advocate for the full inclusion of adults with autism and their families in the life of our communities, and to expand choice and opportunity in housing, employment, and social participation.

Located in Montgomery County's Agricultural Reserve, **Madison Fields** is a 265-acre working farm and community campus that offers job readiness and skills training for adults with autism and other intellectual and developmental disabilities (A/I/DD). It also serves the greater community by providing agricultural education, diverse indoor and outdoor spaces for personal or corporate events, and individual and group volunteer opportunities to support our mission.

Position Summary:

The Equine Program Manager provides leadership and day-to-day management of Madison Fields' equine and farm animal operations, boarding program, and equine assisted services program. The position is responsible for animal care, safety, and barn management; supervising barn staff, instructors, and volunteers; managing relationships with boarders and animal health professionals; and leading the re-establishment and growth of the equine therapy and therapeutic riding program.

Duties:

Equine and Farm Animal Management

- Oversee comprehensive equine management, ensuring optimal feed schedules, turnout routines, health tracking, and routine husbandry.
- Partner directly with veterinarians, farriers, and equine health specialists to manage preventive care and emergency interventions.
- Maintain rigorous standards for stall cleanliness, arena surface conditions, tack maintenance, and overall facility aesthetics.
- Continuously audit horses for fitness, temperament, and workload suitability across instructional programs.
- Keep records on care of horses and other animals.
- Manage inventory of feed, bedding, supplements, and tack to ensure smooth daily operations.

Boarding Program

- Manage boarding program including serving as point person for existing boarders

and conducting outreach to obtain new boarders.
- Address needs and concerns of borders and relay important information to Farm Operations Director.
- Maintain arena dragging schedule.
- Coordinate with Farm Groundskeeping & Maintenance Manager on pasture management, raising any issues that need to be addressed for health and safety.

Staff, Instructor, and Volunteer Supervision
- Supervise Barn Attendants, providing direction, coaching, coordination of daily activities, and performance feedback.
- Assist in volunteer recruitment, training, and supervision (when needed).
- When the therapeutic program is re-established, manage Instructors' schedules, and provide regular mentoring, feedback, and support.
- Ensure therapeutic staff maintain their certifications and track required CEUs.

Therapeutic Program
- Lead re-establishment of equine therapy and therapeutic riding program.
- Recruit therapeutic riding instructor(s) with PATH International certification and therapeutic riding students.
- Provide leadership, instruction, and education for staff and volunteers in program development and lesson content.
- Maintain a healthy growth of therapeutic riding students and volunteers.
- Assist with budget planning and expense management for the therapeutic program.
- Ensure that participant records are current including liability forms, medical releases, lesson plans, and weekly and daily evaluations by instructors.
- Schedule new participant intake assessments and interviews.
- Work with Instructors and Barn Attendants to implement and maintain proper training of volunteers.
- Work with Instructors in assigning volunteers to daily lesson positions.
- Maintain and plan rider schedule along with placement of riders in appropriate lessons.
- Communicate with parents/guardians of riders on progress and assessments on a regular basis.
- Communicate recommendations to the Farm Operations Director for program needs and ideas.
- Coordinate with the Communications Coordinator for website and social media updates on the therapeutic program.

Other
- Develop and maintain emergency procedures for riders and horses.
- Ensure alignment between equine activities and farm operations and programs.
- Support events at the farm such as agricultural education for school students, farm tours, and other activities.

MADISON HOUSE AUTISM FOUNDATION

MADISON FIELDS
A MADISON HOUSE AUTISM FOUNDATION PROJECT

Required Qualifications:

- High school diploma or equivalent; technical training or certification in equine management, equine assisted services, hippotherapy, or therapeutic riding is a plus.
- Minimum of five years of experience in equine management and operations.
- Experience supervising staff and volunteers.
- Demonstrated experience managing multiple priorities, programs, or activities simultaneously.
- Strong interpersonal and relationship-building skills with diverse audiences.
- Excellent English written and verbal communication skills.
- Ability to work occasionally on evenings and weekends if needed.
- Comfortable working in a farm/outdoor environment and supporting hands-on activities.
- Ability to perform physically demanding work (lifting up to 50 lbs., bending, standing) outdoors in various weather conditions.
- CPR/First Aid certification (or to be completed within 90 days).
- Commitment to inclusion and respect for individuals with I/A/DD.

Preferred Qualifications:

- PATH International Equine Specialist in Mental Health and Learning certification and/or PATH International Therapeutic/Adaptive Riding Instructor certification.
- Knowledge of PATH International standards.
- Experience in a nonprofit, social enterprise, or mission-driven organization.
- Veterans and transitioning service members are strongly encouraged to apply.
- Second language proficiency (e.g., Spanish, Chinese, Korean, etc.).

Location: Dickerson, MD

Employment Type: Full-time (40 hours per week)

Salary Range: $55,000-$60,000

Actual base salary may vary based on, but not be limited to, relevant experience and base salary of internal peers.

Benefits: Health insurance, retirement savings plan, paid holidays, vacation days, and wellness days.

Send resume and cover letter to: jobs@madisonhouseautism.org