

HELPING HAND VOLUNTEER JOB DESCRIPTION



Volunteer Program Job Description

Job Title: Helping Hand
Department: One Heart Stables
Reports To: One Heart Stables Program Manager/Barn Manager
FLSA Status: Volunteer/Non-compensated

PURPOSE & GOAL OF THE POSITION:

Helping Hand Volunteers serve an important role in the function and flow of One Heart Stables (OHS). A Helping Hand provides a service focused on general stable maintenance, equine grooming/care, and upkeep of barn, pastures and riding arena. Helping Hand Volunteers support the general care of the horses and facilities, which enables the One Heart Stables Barn Manager, OHS Program Manager, and other OHS Equine Therapists to focus attention on providing psychotherapy services to clients in both the Children's Residential Center (CRC) and Encompass Christian Counseling outpatient clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

It is the responsibility of each volunteer to be a consistent witness for Jesus Christ and to adhere to the Standard of Moral Conduct and Statement of Faith. Further, each volunteer is responsible for dealing with others with a Christ-like attitude while helping them experience their worth in Christ, and for demonstrating behaviors reflecting CCHO's core values of Relentless Commitment, Selflessness, and Kindness.

ROLE:

- Daily handling and care of horses
- Maintaining a neat stable area:
 - Cleaning stalls, paddocks and riding arena; de-littering
 - Cleaning tack and other equipment
 - Sweeping aisle-ways/keep free of unnecessary clutter
 - Cleaning stable office and feed room
- Administering of feed & supplements
 - Cleaning and refilling of water buckets and troughs
 - Measuring and delivering correct feed, hay, and supplements to horses in various areas
- Grooming horses:
 - Currying, Brushing and Combing
 - Picking Hooves
 - Bathing when necessary
- Preparing horses for therapy sessions as needed:
 - Safely handling, haltering and leading horses in manner prescribed by staff
 - Saddling & bridling horses
- Identifying individual horses in groups in large pastures and stable area
- Performing other daily chores on the volunteer chore list

PARTICIPATION REQUIREMENTS:

- Must be 16 years or older; participants younger than 18 may be asked to be accompanied by a guardian when volunteering
- Complete individual application and screening process, including an OHS Waiver/Consent to Participate form: criminal background check (BCII) for anyone over age 18
- Anyone under 18 must have CCHO Volunteering Permission Form signed by parent or legal guardian
- Any items discovered under OAC 5101:2-5-09 during an individuals' background check will render them ineligible for volunteer opportunities at CCHO
- Must be able to lift up to 50 lbs. (Hay bales, wheelbarrows, 5-gallon water buckets, etc.)
- Able to follow instructions; work individually and as a team with other volunteers and/or OHS staff
- Physically capable of performing assigned task, including: walking, stooping, lifting, bending
- Appropriate dress: Closed-toe shoes/boots, jeans/pants, t-shirt/long-sleeves

HELPING HAND VOLUNTEER JOB DESCRIPTION

- Complete at minimum of 1 hour of training with OHS Program Manager/Barn Manager; additional training as needed
- Follow CCHO policies and procedures outlined in the CCHO Volunteer Handbook
- Be willing to communicate regularly with OHS Program Manager/Barn Manager or designed OHS Contact, follow procedures for tracking volunteer service hours, and take constructive feedback regarding Helping Hands service
- Participate in Volunteer Program Surveys upon request
- Be dependable and consistent in meeting the time commitments
- No use of illicit drugs; No use of alcohol or controlled substances in an inappropriate manner
- Any previous client of One Heart Stables must wait a minimum of 6 months after discharging from Equine Therapy before applying to volunteer as an OHS Helping Hand

DESIRABLE QUALITIES:

- Strong work ethic and willingness to do an assigned task without complaining
- Good listening skills and able to follow instructions
- Genuine concern for the welfare of the horses and working knowledge of horses
- Positive attitude and a team player
- Respect for people who are more experienced in horse care and willingness to learn
- Able to stay calm under pressure
- General maintenance skills

TIME COMMITMENT:

- Helping Hand Volunteers can come Fridays-Sundays, at times that are predetermined by the OHS Program/Barn Manager
- Weekday volunteering will need to be requested and/or approved by OHS Program Manager/Barn Manager prior to coming
- Commit to volunteering for minimum of one hour, longer is preferable
- Complete at minimum of 1 hour of training with OHS Program Manager/Barn Manager; additional training as needed

APPLICATION & SCREENING PROCESS:

- Completed Volunteer Application – Individual One Heart Stables
- Criminal Background (BCII) if over 18 years old (charges which fall under the Ohio Revised Code will be considered on a case by case basis)
- Signed OHS Waiver/Consent to Participate Form
- Anyone under 18 must have CCHO Volunteering Permission Form signed by parent or legal guardian

TRAINING & SUPPORT:

- Complete at minimum of 1 hour of training with OHS Program Manager/Barn Manager; additional training as needed
- Supervision of service tasks and assignments
- CCHO may require Criminal Background (BCII and FBI) anytime throughout the Helping Hand's service with OHS.

BENEFITS:

- Enjoy serving in a positive and supportive environment
- Learn new skills/gain experience working with people and horses
- Develop endurance and strength in completing physical tasks
- Satisfaction in being part of the network of care bringing hope and healing to hurting CRC residents and Encompass Outpatient clients.
- Earn community service credits; resume building; community involvement; references for school and work
- Be part of a fun and rewarding experience!