



## Volunteer Program Job Description

**Job Title:** Helping Hand  
**Department:** One Heart Stables  
**Reports To:** One Heart Stables Director  
**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 enable One Heart Stables Director and other OHS Equine Therapists to focus attention on providing therapeutic experiences to the Children's Residential Center (CRC) residents, Encompass Outpatient clients, and special needs individuals who benefit from positive interaction/learning from Equine Therapy.

**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
  - Sweeping aisle-ways/keep free of unnecessary clutter
  - Cleaning tack and other equipment
  - Cleaning stable office and feed room
- Administering of feed & supplements; Cleaning and refilling of water buckets and troughs
- Grooming horses: Currying, Brushing and Combing; Picking Hooves; Bathing when necessary
- Preparing horses for therapy sessions:
  - 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 13 years or older
- Complete individual application and screening process: criminal background check [BCII and FBI] for anyone over the age of 18
- Anyone 18 or under 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
- Able to lift up to 40 lbs. (Hay bales, wheelbarrows, 5-gallon water buckets, etc.)
- Able to follow instructions; work individually and as a team with other volunteers
- Physically capable of performing assigned task, including: walking, stooping, lifting, bending
- Appropriate dress: Closed-toe shoes/boots, jeans/pants, t-shirt/long-sleeves
- Complete at least 1 hour of training with OHS Director
- Follow CCHO policies and procedures outlined in the CCHO Volunteer Handbook
- Be willing to communicate regularly with OHS Director, follow procedures for tracking volunteer service hours, and take constructive feedback regarding Helping Hands service
- Participate in Volunteer Program Surveys (post-training & post-serving)

## HELPING HAND VOLUNTEER JOB DESCRIPTION

- 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

### 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 Monday-Friday 9am-5pm
- Weekend volunteering will need to be approved by OHS Director prior to coming
- Commit to volunteering for minimum of one hour, longer is preferable
- Attend required 1 hour of training with OHS Director prior to serving

### APPLICATION & SCREENING PROCESS:

- Written application
- Criminal Background (BCII and FBI) if over 18 years old (charges which fall under the Ohio Revised Code will be considered on a case by case basis)
- Anyone 18 or under must have CCHO Volunteering Permission Form signed by parent or legal guardian

### TRAINING & SUPPORT:

- 1 hour of training with OHS Director
- 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, Encompass Outpatient clients, and clients with special needs
- Earn community service credits; resume building community involvement; references for school and work
- Be part of a fun and rewarding experience!