

RESPONSIBILITIES OF BHH PROGRAM MANAGER

The role of the Between Horses and Human (BHH) *Program Manager* is performed as an Independent Contractor that works approximately 24-30 hours per week for a monthly stipend ranging from between \$1,250 and \$1,665 per month. The duties and individual responsibilities of the position are outlined below, and we note that while the ideal Individual will work in concert and cooperation with the Program Administrator position and any other BHH positions such as Equine/Barn manager and the Volunteer Coordinator, as the many associated tasks naturally overlap. All of the BHH positions, including the Program Manager, functionally report to the BHH Board of Directors. All tasks listed below are subject to approval by the BHH Board of Directors through the BHH Executive Committee.

Program Manager

The primary role of the Program Manager is to ensure the proper and adequate enrollment and safety of program attendees (“children”); the delivery of quality and effective curriculum by properly trained individuals (instructors); to oversee the day-to-day operations of the program including providing direction and oversight to the Program Instructors, Volunteers, and Barn and Equine managers; and, to report to the BHH Board of Directors Executive Committee as needed. Following are some, but not all, of the specific tasks involved:

Attendees

- Secure and manage Program attendees by connecting and networking with local agencies and sources such as, NV Department of Child & Family Services, CASA, school principals and teachers, counselors, therapists, Live Violence Free, Sierra Child & Family Services
- Provide ongoing and adequate communication with parents and/or guardians of children
- Document and manage the specific criteria for children entering the Program based upon the BHH Board approved policy
- Maintain and manage Program lesson plans and curriculum
- Instruct classes on a weekly basis. These classes which can include other add-on courses or workshops (e.g., leadership yoga, Pilates)

Instruction

- Secure and manage instructors for the Program including the completion of application, release of liability forms, and fingerprinting
- In coordination with the BHH Volunteer Coordinator, manage volunteers needed for the Program
- Ensure instructors and volunteers receive adequate orientation and/or instruction on BHH operations, and provide continuing education to both on an annual or as needed basis
- Secure appropriate and adequate horses for the Program
- In coordination with the BHH Equine Manager, monitor the daily needs of the horses of the Program
- Manage the equipment, tack, other supplies needed for the Program