



## **Job Description CWHF Herd Manager**

### **The Herd Manager responsibilities include, but are not limited to the following:**

Work under the supervision of the Corolla Wild Horse Fund (CWHF) Executive Director.

Extensive horse care and horse handling experience. Knowledge of and skill in natural horsemanship methods and ability to utilize the same in gentling and training wild horses for adoption.

Ability to respond promptly to all emergency needs of horses on the beach and transport them as needed. Must be able to round up, trailer and transport horses through challenging beach terrain when necessary. Coordinate the efforts of volunteers responding to emergencies.

Work cooperatively with the Executive Director and Board of Directors to manage herd populations within the parameters of the Wild Horse Management Plan. This includes a tiered approach, which utilizes accurate aerial counts, various adoption and foster programs, and darted birth control, as needed.

Responsible for the screening of perspective adoption placements and conducting follow-up to ensure the continued well being of placed horses. Maintain accurate adoption records.

Communicate and work with necessary equine medical personnel in regard to horse injuries, deaths or diseases. Keep all medical records mandated by federal, state and county government regulations. Keep complete, accurate field notes and photo records of the herd and their habits.

Maintain positive relationships with US Fish & Wildlife personnel, NC Estuarine Research Reserve personnel, Currituck County, and City of Virginia Beach.

Maintain the trailers, panels and other CWHF physical assets in good working condition. Maintain all barriers, such as fences and cattle guards, to contain the horses in their designated area.

Transport horses to public events for education of the public. Provide support to fundraising events. Prepare and present educational programs to the public in the off and shoulder season, and assist in retail store when necessary.

Meet routinely with the Executive Director to report on all herd management activities. Inform the Executive Director immediately of all unusual or emergency situations.

Prepare quarterly accomplishment reports and attend CWHF Board Meetings.

Interact in a professional, positive manner with the community, tourists, volunteers, and all parties interested in the horses.

Must work flexible hours and be on call and available after normal working hours to respond to emergencies.