

CHEYENNE RIVER SIOUX TRIBE
GAME, FISH & PARKS DEPARTMENT
HORSEMANSHIP MENTOR

DESCRIPTION OF DUTIES

General Statement of Duties: This position will be responsible for assisting the Horsemanship Coordinator with the Horsemanship Program.

Supervision Received: Works under the immediate supervision of the Horsemanship Coordinator and the Game, Fish & Parks Director.

Supervision Exercised: Exercises supervision over the youth and all participants in the program.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Works with not only the youth but all participating in the program.

Will be responsible for the upkeep of all horses, such as; feeds, waters, and makes sure they are well taken care of on a daily basis.

Maintains fences, stalls, and facilities for housing horses during summer/winter months.

Assists in all aspects of the Horsemanship Program as well as the G, F & P Department.

Will be required to travel to outlying communities and work some weekends to help present program to the communities.

Establishes or maintains filing systems, records, and reports of all participants in the program.

Must be able to operate standard office equipment and be familiar with Microsoft, Excel, Microsoft Works/Word

Will be required to submit daily and monthly reports.

Will be required to be available for all weather-related emergencies.

Will be part of the Emergency Task Force, as working member.

Will be responsible for all equipment, tools and vehicle assigned to him/her and keep inventory of same.

Must be able to operate a two-way radio; performs other work as assigned/required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have excellent communication skills and have the ability to communicate openly with parents, school staff and directors.

Must be able to establish a working relationship with other employees, the public and outside entities,

Must be able to work independently and follow oral and written instructions

Must be very dependable and reliable.

Must have report writing skills and be in good physical health.

Must attend any and all trainings offered.

Must be first aid and CPR certified.

Education: High School Diploma required or GED-Certificate.

Experience: Minimum of two (2) years of related work with horses and two (2) Years of related work with youth.

Must provide two (2) reference letters of past work history with horses and past work history with youth.

Special Requirements: Must have a valid South Dakota's Driver's License (attach copy). Must be insurable under the Tribal vehicle insurance policy. Incumbent is subject to CRST Drug and Alcohol Testing Policy, subject to Tribal/Local, Federal and State Background checks in accordance with P.L. 101-6340, P.L. 101-647 and Executive Resolution E-235-97

Date Revised 11/17/2023