

FIVE RIVERS METROPARKS



Volunteer PowerPoint Trainings

Carriage Hill MetroParks Riding Center

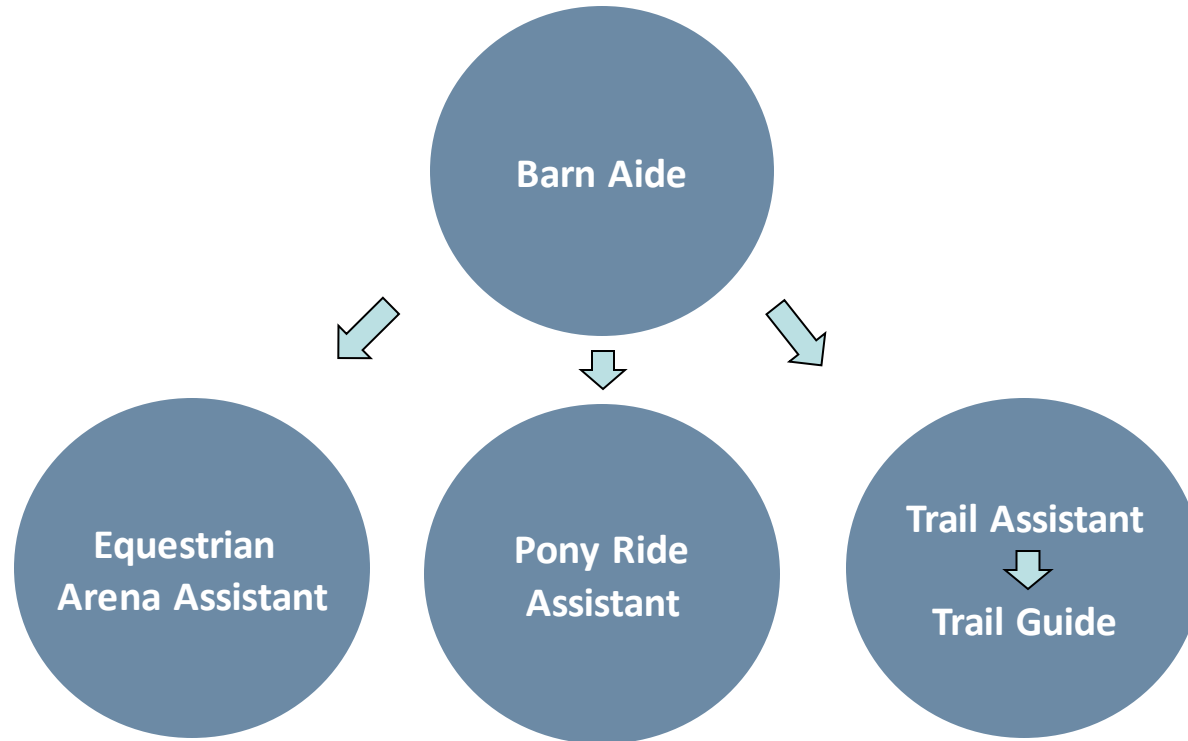


Congratulations on becoming a MetroParks Volunteer. The Volunteer PowerPoint Trainings are designed to give you a better understanding of our expectations and the responsibilities of our volunteers.

To complete these trainings, please read each slide carefully, so you understand your responsibilities. At the end of this training, you will need to take the Barn Aide Quiz in Step 2.



Volunteer Opportunity Types and Progression Overview



20 hours as Barn Aide must be completed by all volunteers before moving on to any other opportunity.



Volunteer PowerPoint Training:

Barn Aide



RIDING CENTER
CARRIAGE HILL METROPARK



OBJECTIVES

- Section 1: History of CHRC
- Section 2: Volunteer Expectations
- Section 3: Volunteer Benefits
- Section 4: Horse 101
- Section 5: Welcome to the Facility
- Section 6: Specific Responsibilities



SECTION 1

History of Carriage Hill MetroParks Riding Center

The Early Vision

➤ In prior years, the Riding Center was operated by a private concessionaire. The contract with the concessionaire expired and a pilot program was approved and established by the Board of Park Commissioners and the Executive Director.

➤ The project began in March 2008. The facility underwent 3 months of rehabilitation, locating horses and training them for the public, hiring of staff, and developing a volunteer program.

➤ The Grand Opening of the facility was on June 1, 2008!



History of the CHRC

Present Day

➤ Currently the Carriage Hill Riding Center offers five different types of programs: trail rides, lessons, camps, pony rides, and vaulting

➤ The volunteers that help out at the Carriage Hill Riding Center range from people who have never touched a horse before starting to people who have owned horses and taught lessons themselves. There are volunteers who come out just to help with pony rides, or only in the winter, or once a month, or several times a week. There are a lot of ways to tailor your volunteering experience to your schedule and interests.

➤ The staff at the barn consists of the manager, one full time and two part time equestrian specialists, and up to four seasonal equestrian aides.



**Lessons
and
Camps**



Vaulting



Pony Rides



Trail Rides

SECTION 2

Volunteer Expectations

➤ Treat your volunteer experience as you would a job.

This means:

- Report to your shift on time. Be in the barn and ready to work at the start of your shift, not rushing in the door.
- Act professionally at all times.
- Be present for your entire shift.
- If you have questions regarding your responsibilities, be sure to ask a staff member.
- Wear proper clothing: closed toed shoes, weather and work appropriate clothes.
- Always make human and horse safety your top priority.



Volunteer Expectations

Get Connected

Communication and Volunteer Shifts

- All Riding Center Volunteer opportunities are posted in Five Rivers MetroParks' volunteer website, [Get Connected](#).
- You can sign up for shifts on Get Connected once you have completed both a virtual and an onsite Barn Aide Training.
- E-mail is the primary form of communication. Please check your e-mail regularly .
- Volunteers must preregister for volunteer shifts by selecting the “RESPOND” button on an opportunity.
- Volunteers can view the shift schedule and sign up for those that fit their availability. Scheduling will be on a first come, first serve basis. There is no minimum volunteer hour requirement.
- In the event you are unable to report to a scheduled shift (less than 2 days in advance), please call the Riding Center at 937-689-6939 to let them know you need to cancel your shift. Also please delete your shift online at Get Connected.



GET CONNECTED

The place where volunteers make a difference.



Volunteer Expectations

Get Connected

Recording Volunteer hours: “Checking In”

- Tracking volunteer service hours is important. It documents each volunteer’s commitment of time to the community and allows Metroparks to demonstrate the value of the volunteer program.
- Volunteer time is tracked and automatically recorded in Get Connected through the process of “Checking In” to a volunteer shift.
- Volunteers will be able to check-in easily by email reminder via their own personal computer or smartphone, via the Internet browser on their smartphone, or via the free app, Cause Connect for smartphones.
- Volunteers that support unscheduled opportunities will use the Track Hours tool to add their volunteer hours in Get Connected.



GET CONNECTED

The place where volunteers make a difference.

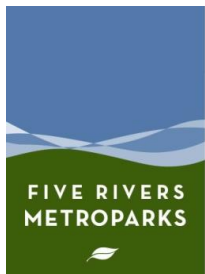


SECTION 3

Volunteer Benefits

Why Volunteer?

- Enjoy being with and learning about horses.
- Help educate youth and adults about horses.
- Be an ambassador for Five Rivers MetroParks.
- Attend the Annual Volunteer Fun Day.
- Training Opportunities



SECTION 4

Horse 101

General Terms:

- Mare: A female horse 4 years and older.
- Gelding: A castrated male horse.
- Stallion: A male horse that has not been castrated.
- Foal: A baby horse (or pony) still with its mother.
- Weanling: A horse under one year old that has been weaned (taken away) from its mother.
- Filly: A female horse under 4 years old.
- Colt: A male horse under 4 years old (that has not been castrated).
- Hand: The most common way to measure a horse.
One hand = 4 inches.
- Tack: The bridle, saddle, bit, girths, saddle pads, lead ropes, halters and any other equipment used in handling/working the horse.



Horse 101

Gaits:

- Walk: The slowest pace a horse moves. A walk is four beats.
- Trot: The trot is the next fastest gait a horse moves at. It is a two-beat gait that feels similar to an up and down bounce.
- Canter: The canter is the next fastest gait, commonly referred to as a lope in western disciplines. It is a three-beat gait that feels similar to a smooth rolling motion.
- Gallop: The fastest gait. A gallop looks very similar to a canter.



Buckeye walking



Jorge trotting



Lena galloping



Duncan cantering

SECTION 5

Welcome to the Facility

- The Carriage Hill MetroPark consists of over 900 acres with 7.8 miles of trails dedicated to horseback riding.
- The "arena barn" houses the indoor arena (60ft x 115ft), 13 cross-tie stalls, a tack room, 4 additional box stalls, a breakroom, and an observation room.
- The "stall barn" houses all of the Riding Center horses/ponies, office space, a tool room, and a cross-tie area.
- There is an outdoor round pen, an outdoor pony ride pen, an outdoor arena (99ft x 181ft) and 5 turn-out areas.



Indoor Arena



Office

Stalls



Outdoor Arena



Arena Barn

Welcome to the Facility

Stall Barn

<u>Oreo</u>	<u>Legacy</u>	<u>Eclipse</u>	<u>Hank</u>	<u>Jesse</u>	
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Aisle (“Sassy’s side”)

<u>Jorge</u>	<u>Pongo</u>	<u>Darcy</u>	<u>Sassy</u>	<u>Stewart</u>	<u>Duncan</u>		
	<u>Lena</u>	<u>TeeJay</u>	<u>Sam</u>	<u>Sunny</u>	<u>Monday</u>	<u>Cross Tie</u>	<u>Cross Tie</u>

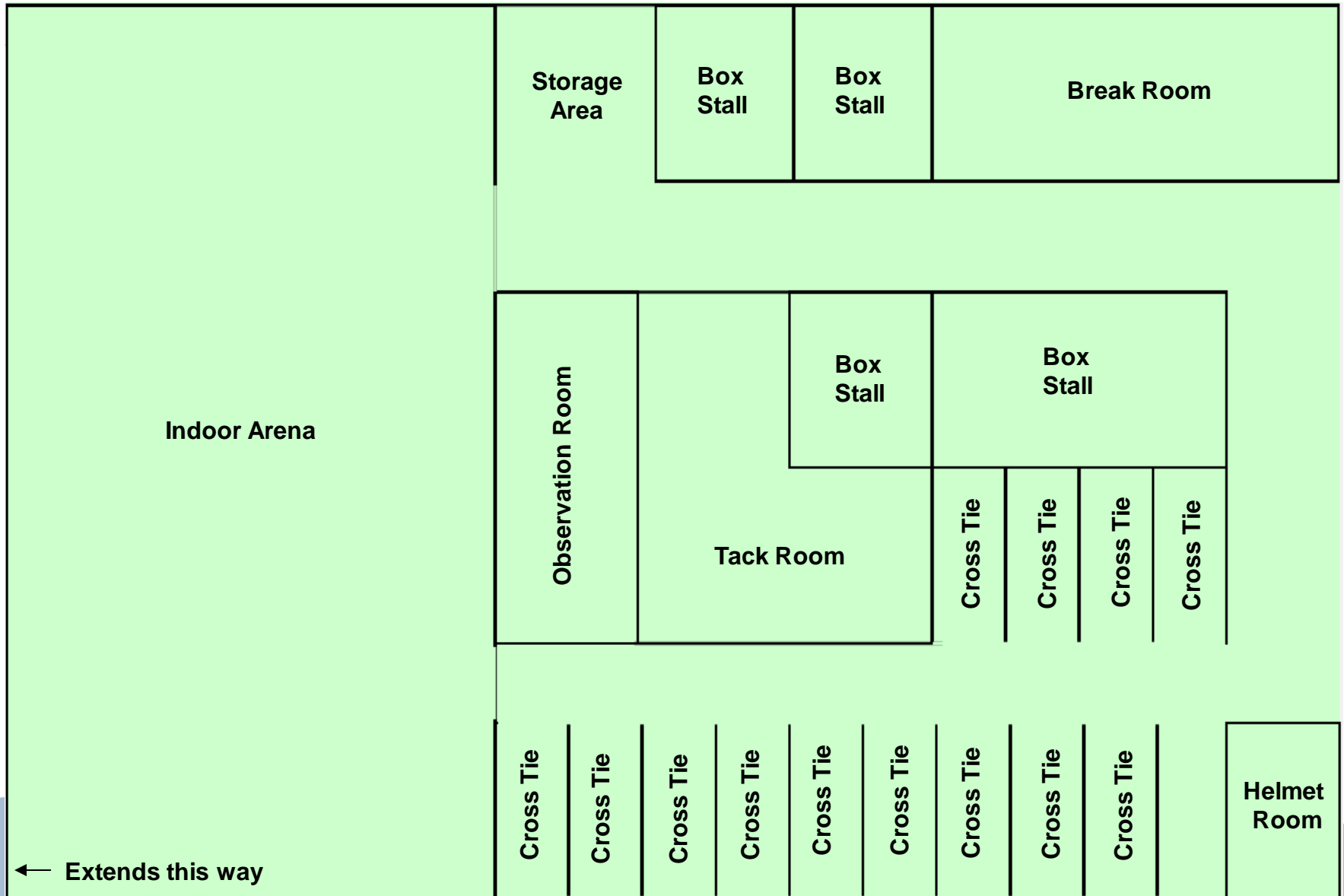
Aisle (“Biscuit’s Side”)

	<u>Buckeye</u>		<u>Drifter</u>	<u>Biscuit</u>	Tool Room
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Office

Welcome to the Facility

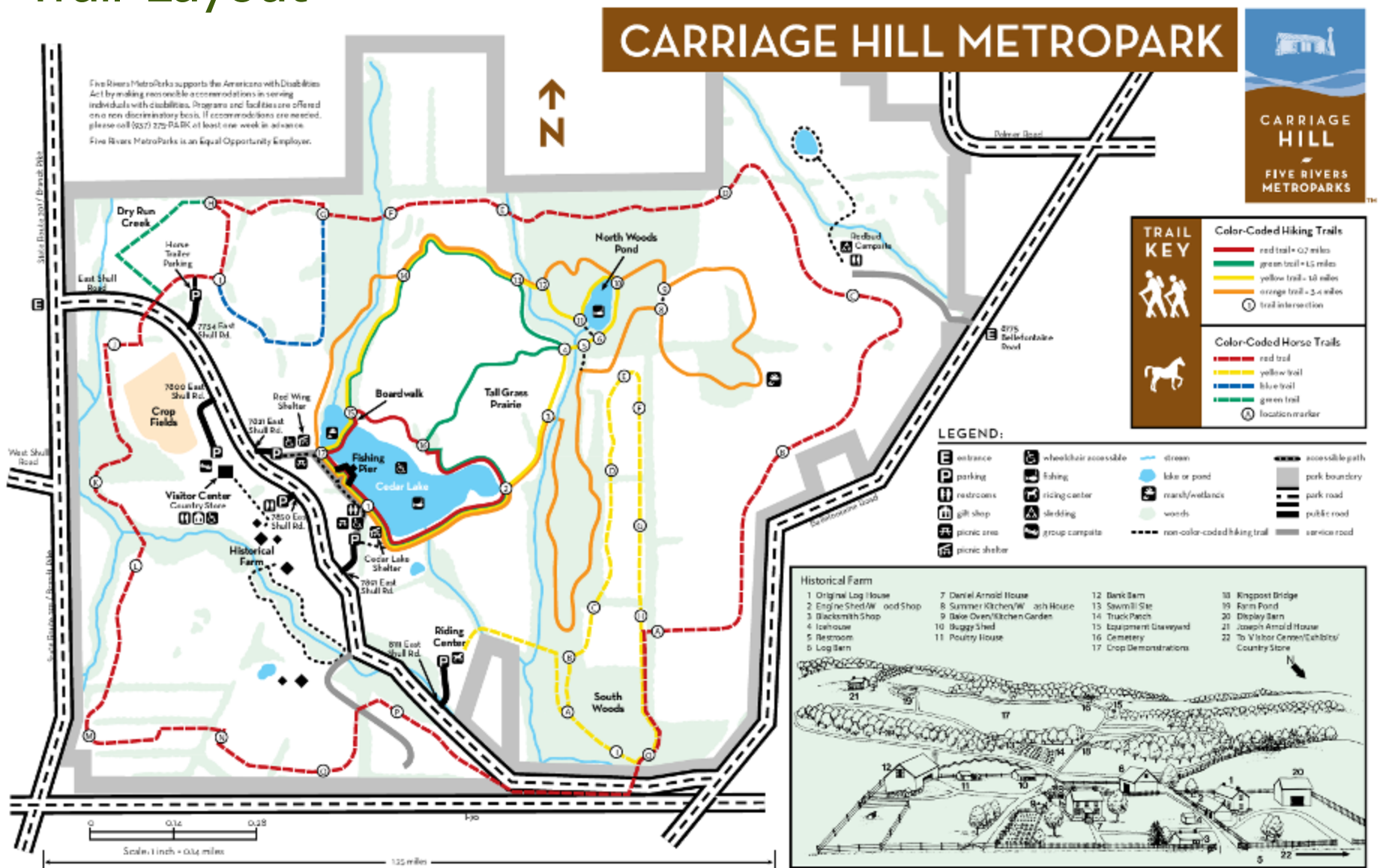
Arena Barn



Welcome to the Facility

Trail Layout

The Riding Center utilizes the 1-hour yellow trail ride.



SECTION 6

Specific Responsibilities: Opportunity Description



Barn Aide



Required Training:

- Complete Carriage Hill Riding Center 101 Video.
- Review the Carriage Hill Riding Center Volunteer Handbook.
- Review Barn Aide Training Slides.
- Review Horse Care Basics Training Slides.
- Complete Barn Aide Quiz.
- Complete Hands-on Training.
- Complete Practical Exam.

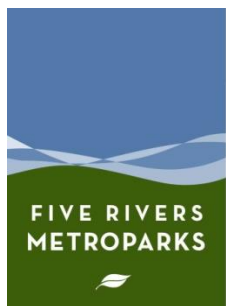
Special Requirements:

Must be at least 14 years of age.

Basic Responsibilities: All the following responsibilities will be explained in your Barn Aide Training Slides. These responsibilities will be conducted under supervision of a staff member.

- Feed & water
- Clean & bed stalls
- Clean feed pans, water buckets, and water troughs
- Sweep aisles
- Move and unload hay
- Help with Weekly To Do List
- Turn horses in and out
- Groom horses

* Remember, you are a representation of Five Rivers MetroParks. It is your responsibility to always act in a professional and courteous manner with the public. Our utmost concern is the safety of our horses and riders. We want to demonstrate a safe, fun, and exciting environment for everyone to enjoy!



Specific Responsibilities

➤ The following section is designed to help inform you of the specific responsibilities included in the Barn Aide position. We appreciate your help and want to make sure you are as prepared as possible.

➤ Since we have 19 horses/ponies, we rely on our volunteers to assist staff with their daily care. We want to help you feel comfortable and confident when assisting with the chores and animal care. **Please** make sure to check with a staff member if you have any questions at any time.



Specific Responsibilities

Feeding

- The feed schedule is posted on each horse's door.
- The horses are fed hay and grain twice daily. Once in the morning and once in the afternoon. If a horse is receiving a supplement or medicine, it will be indicated on the feed schedule.
- Grain is set in the feed pans on the floors of the stalls.
- The hay is either placed in the stalls or out in the pasture/sacrifice lot based on where the horses are staying. See a staff member to determine this.

HORSE	FIELD
Biscuit	Red
A.M.	
GRAIN:	2 white scoops Kalm Ultra
HAY:	2 flakes
SUPPS:	
P.M.	
GRAIN:	2 white scoops Kalm Ultra
HAY:	2 flakes
Additional Instructions:	



Grain storage in the
Tool Room



Grain bin set up for
morning feeding

Turn out

If the horses are outside, they are let into their stalls for AM & PM feedings.

Ensure that both aisle guards are up, blocking the end of each aisle before bringing horses into their stalls or letting them back out to the pasture.

Certain stall doors will be set to allow the first group of horses to come into their stalls in a more orderly way.

Specific gates are set up to allow horses access to pastures and the mud lot as well as to bring horses in and out.



Aisle guard in front of water hydrant stall



Aisle guard in front of Biscuit's stall

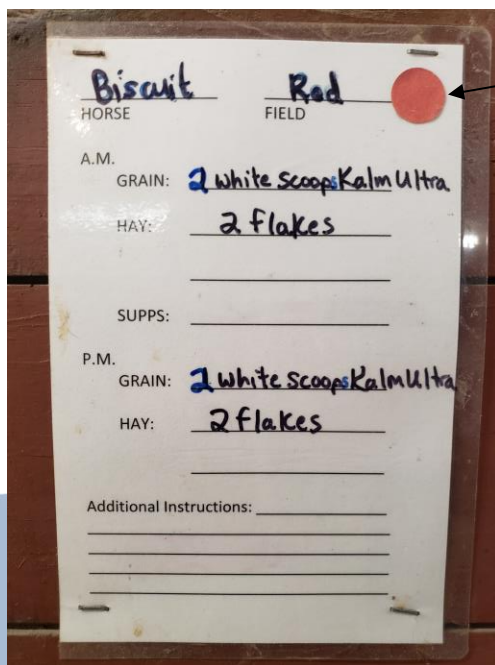


Herds

Our horses are separated into different herds. This helps with pasture management and gives us a way to separate horses that don't get along to prevent infighting.

Our herds are:

- Yellow Herd: The largest herd, currently a mix of mares and geldings. They are turned out in the largest pastures and in the Sacrifice Lot
- Red Herd: Mostly larger horses, currently all geldings. They are turned out in the pastures along Shull Rd and the Mud Lot.
- Ponies: Made up of our three smallest ponies: Oreo, Eclipse, and Legacy. They are turned out in a small pasture on the other side of the outdoor arena.



HORSE		FIELD
Biscuit		Red
A.M.		
GRAIN:	2 white scoops Kalm Ultra	
HAY:	2 flakes	
SUPPS:		
P.M.		
GRAIN:	2 white scoops Kalm Ultra	
HAY:	2 flakes	
Additional Instructions:		

Each horse's herd is denoted on their stall card by both the herd name and a sticker: red for Red Herd, yellow for Yellow Herd, and dark blue/black for Ponies

Turn out

There are five main turnout areas for the horses.

1. Yellow herd pasture- divided into yellow left and yellow right
2. Sacrifice lot
3. Pony pasture
4. Red herd pasture- divided into red right and red left
5. Mud lot



Pony pasture



Yellow Herd pasture

Sacrifice Lot



Mud lot and
Red herd
pasture (in
background)



Turn out



Specific Responsibilities

Watering

- If the horses are in all day, water buckets must be filled at AM Feed, during lunch time, and PM Feed.
- The water buckets are cleaned at least every other day. Buckets can either be scrubbed with a brush and dumped or sanitized with bleach. To sanitize water buckets, use one cap of bleach mixed with water. Scrub them with a brush and make sure you rinse them well. You may clean any bucket that is in need at any time.
- There is a hose in the stall barn that reaches all of the stalls. Roll the hose up after you are finished. Place the hose in the office during winter months to prevent it from freezing.



Automatic Waterer



Bleach and Brushes stored in here

- All the pastures have troughs that must be filled each day the horses are outside. There is an automatic waterer and a trough in the sacrifice lot. There is a trough in the Mud lot.
- The water troughs must be cleaned and sanitized as needed. Add several capfuls of bleach and scrub with a brush. Rinse the trough until no smell of bleach is detected.
- The automatic waterer must be scrubbed clean. Do not use bleach in the automatic waterer.

Specific Responsibilities

Haltering & Leading a Horse

- For safety, please get staff permission to get a horse out of the stall or the pasture.
- The horses' halters and lead ropes are hanging on the front of their stall door.
- Before retrieving a horse from the pasture, make sure you have a second person to assist with the gate.
- Attach the lead rope and then place the halter on the horse. When leading you **MUST** use the lead rope; do not use just a halter.
- Do not wrap the lead rope around your hand/arm. If the horse pulls away, you may be injured.
- If you're leading with a bridle, bring the reins over the horse's head, and use them as a lead rope as shown in the picture.



Always stand on the horse's left side.

Carry the lead rope in your right hand under the snap on lead and right below the horse's chin.

Carry the excess lead rope in your left hand. Make sure the lead rope does not fall below your knees.

Specific Responsibilities

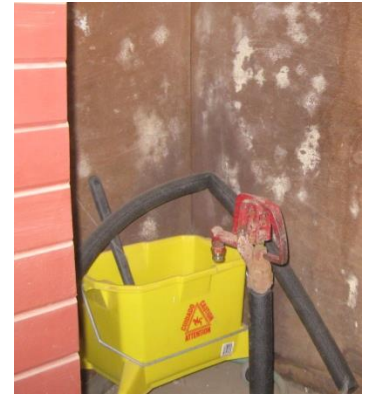
Cleaning

The stalls must be cleaned every day. You can use a wheelbarrow or the gator (if you are trained to drive it).

- Picks, brooms, and shovels are kept in the tool room.
- Wheelbarrows are kept in the storage area adjacent to Sassy's aisle.
- The gator is parked in front of the office during the day and in the indoor arena at night.



Water buckets are cleaned every other day and feed pans are cleaned once a week or when necessary. If bleach is used, ask a staff member to show you process. Remember to rinse well.



We pride ourselves on cleanliness, so the barn aisleways are swept after stalls are cleaned and after PM feeding.

Specific Responsibilities

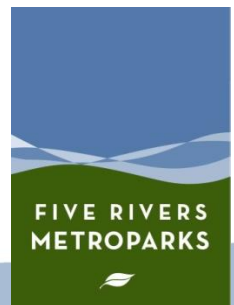
Mucking Stalls

Cleaning stalls is important to the health of our horses and the cleanliness of the barn.

Cleaning a stall is similar to cleaning an oversized litterbox. The goal is to remove all of the manure while leaving as much of the clean bedding as possible.

- Remove piles of manure and wet bedding.
- Sift through the entire stall to remove pieces of manure and hay that have been spread around the stall.
- Make sure that you check for wet spots that may be hidden under dry bedding.
- Even out the bedding, making sure to pull bedding that has been banked up against the walls of the stall towards the middle.
- Add fresh bedding to stalls as needed.

Cleaning stalls takes practice, so do not be afraid to take your time when you are learning. It is better to do it slowly and thoroughly than to rush and leave it dirty.



First Shift

Sign up for a Barn Aide shift on Get Connected.

Wear comfortable and sturdy clothes and closed toe shoes that you do not mind getting dirty. Dress for the weather.

✶ For example: jeans, a t-shirt, boots, and work gloves

Bring a refillable water bottle.

On the day of your shift be sure to "Check In" to your volunteer shift to track your volunteer hours. Staff can assist if you are not sure how to do this.

When you arrive, check in with a staff member. If you arrive and the stall guards are up in the aisles, please wait by the office for a staff member. Do not duck under the guards to find someone. We will find you.

You'll be working with staff and other volunteers during your shift.

Welcome! We appreciate your time.

