



**Job title:** Equestrian Center Director  
**Department:** Equestrian Center  
**Reports to:** General Manager/COO  
**Status:** Full-Exempt

---

### **About The Club at Las Campanas**

The Club at Las Campanas enriches the lives of its members and their families by providing a unique club environment that encourages the formation of enduring friendships within a private, member-owned setting. Located just nine miles from downtown Santa Fe, it has garnered a reputation for being a premier club featuring world-class facilities and has been once again recognized as a Platinum Club of America for 2016-2018.

Originally a developer-owned club (opened in 1991), ownership was turned over to the members in 2010 and the Club remains financially sound. The debt-free turnover included the Golf Courses, Hacienda Clubhouse, Fitness, Tennis and Spa Facility, Equestrian Center, and several Maintenance and Agronomy buildings. The Jack Nicklaus Signature Sunrise and Sunset golf courses have consistently earned high praise - accolades include the 2015-2016 Golf Digest Best in State Rankings for New Mexico with the Sunset Course ranked as #1 and the Sunrise Course ranked as #3.

The members of The Club at Las Campanas come from many walks of life. They lead inspired lives, pursuing dreams as golfers, horse-lovers, active citizens, artists, and collectors. Excellence, integrity, respect, and environmental and social responsibility are cornerstones of the Club's vision.

The Club at Las Campanas was awarded Audubon Certification in 2016.

### **POSITION DESCRIPTION**

The Club at Las Campanas Equestrian Director will be responsible for the supervision of horse care and the day to day operations of the beautiful barn, grounds, and facilities. The Club at Las Campanas Equestrian Director will possess superior communication and people skills and will manage a staff of approximately 10, and intern program. The Equestrian Director's knowledge and care for the horses, safety of riders, staff, and members is critical. Knowledge of Western and English experience is required as is the ability to develop programming that will be innovative and enjoyable and will result in increased usage of the facility.

---

---

**QUALIFICATIONS:****Skills & Abilities:**

- Working knowledge of safety around members, guests and horses.
- Excellent written and oral communication skills.
- Strong, tactful and respectful interpersonal skills
- High level of confidence.
- Ability to read, comprehend and carry out instructions as well as communicate clear instructions.
- Ability to interact with members and staff in a professional, positive, respective, and friendly manner.
- Professional standard of excellence of horse care.
- Professional demeanor with members, guests and staff, adaptability, flexibility, and adherence to a strict level of confidentiality and tactful interactions.
- Fair and consistent in decision making
- Bilingual Spanish preferred.
- Proficiency in Microsoft Office Suite.

**Experience:**

- Western and/or English riding, coaching, and show experience.
- Health care of horses, care of equipment, tack, the use and application of varied tack, supplies and machinery.
- Private or non-profit clubs and/or equestrian facilities.

**Education/Certifications:**

- Associates degree required.
- Bachelors of Science degree in a field such as Equine Science, Animal Science, or Equine Business Management preferred; Masters Degree preferred.
- Sports Management, and non-profit management experience is considered a plus.

---

**PHYSICAL REQUIREMENTS:**

- Ability to bend, stoop, walk, lift, and carry items up to 50 pounds, regularly.
- Able to work around animals.
- Able to work in a dust and hay environment.
- Ability to work with manufactured surfaces such as Terra Nova.
- Able to work with appropriate pest treatment systems.
- Ability to work with and around children.

---

**PRIMARY FUNCTIONS AND RESPONSIBILITIES:**

The primary responsibilities of the position can be broken down into seven categories:

1. Business Management
  2. Equestrian Knowledge and Lesson Ability
  3. Employee/Staff Relations
  4. Member Relations
  5. Facility and Grounds Maintenance
  6. PR and Marketing
  7. Leadership and Team Building
-

---

## **1. Business Management**

- Supervise Administrative Assistant who will assist with scheduling, accounting and billing functions in the department. (Administrative Assistant will track and review billing data and forward to Accounting Department for billing to member accounts)
- Work with General Manager to develop and recommend the annual operating and capital budget.
- Review and Approve member billing for boarding, farrier, supplements, and horse care services; keep spreadsheets for charges current.
- Review all processed invoices, approve, and forward all invoices to Accounting.
- Review all Equestrian accounting reports, including monthly revenue, variance and trend reports, and provide explanations on monthly variance reports to General Manager and Accounting.
- Review member billing inquiries and make recommendations regarding appropriate adjustments (if needed).
- Develop, prepare, and maintain approved annual budget and work within set budget for feed, supplies, etc.
- Supervise Administrative Assistant and front desk receptionist(s). This includes answering phones and scheduling lessons and trail rides, etc., when covering the front desk.
- Complete payroll for all employees at the Equestrian Center. Keep track of hours, lesson compensation and trail ride gratuities. Complete payroll biweekly, including timesheet approvals for non-exempt and spreadsheet for exempt lesson and trail ride compensation.
- Convey to the General Manager/COO any concerns or complaints relating to the Equestrian Center, staff, or members.
- Maintain contractual agreements for boarding, use of facilities, leasing of horses.

## **2. Equestrian Knowledge, Skills, and Lesson Ability**

- Direct supervision and function of all Equestrian activities.
  - Supervise and work with Wrangler/Trainer to maintain the health of lesson and trail horses including the selection of appropriate horses.
  - Coordinate veterinary and farrier care for horses. This includes routine as well as emergent care. Emergent care may involve non-standard hours to treat an ill or injured horse and it may involve trailering the horse to a different location for treatment, and in some instances, end of life care.. Be on-call, responding to any calls regarding all horse and/or security problems.
  - Ensure a professional and balanced Equestrian Center responsive to all riding disciplines, maintain a quality layout with good and safe footing in the arenas that will allow expert riders to pursue a high level of horsemanship, while affording beginning and casual riders the same attention.
  - Ensure that the Equestrian Center always has adequate quality supplies (hay, shavings, supplements, operational equipment etc.) to provide expected quality of services and care.
  - Organize, direct, and strengthen the lesson program, ensuring that lessons in English, (Dressage, Hunter/Jumper) and Western are available by competent instructors.
  - Maintain and advance training of school horses (if needed).
  - Organize, direct, and strengthen the trail ride program. Give/assist with trail rides as necessary.
  - Supervise and maintain horses in training with Equestrian Center staff.
  - Coordinate riding lessons as necessary. Teach beginners to equestrian sports in a safe and enjoyable manner. Teach ground skills as well as riding skills during camps and lessons as/when required.
  - Be familiar with First Aid/Emergency procedures for horses and people, and be able to direct members accordingly. Be able to give directions to emergency personnel regarding the location of the facility.
  - Be aware of insurance, licensing, and immunization requirements and maintain current and accurate records of all regulatory requirements.
-

- 
- Capable of performing duties of all employees in emergencies or absences.

### **3. Employee/Staff Relations**

- Hire, train, schedule, and terminate Equestrian Center employees, in coordination with the General Manager and Human Resources, in order to maintain a world class facility with world class services while adhering to Las Campanas and industry standards.
- Seek qualified trainers that ensure a diversification of disciplines within the barn.
- Coordinate activities of the trainers to ensure harmonious facility usage.
- Demonstrate problem solving skills with strong personalities (staff and members) in a fair and consistent manner.
- Exhibit confidence in a work place, and in the equestrian profession.
- Display an even temperament, respect towards others, and measured response to work situations.
- Exhibit a high level of professionalism, including circumspect and confidential demeanor when dealing with employees and fellow staff members.

### **4. Member Relations**

- Ensure the center provides a safe environment for both members and their horses.
- Consult with horse owners, upon arrival, and at regular intervals, about the feeding, care, and general welfare of their horses. Consistently communicate an interest in the horses and owners; know each horse in order to fully communicate with horse owners.
- Continue to keep the Equestrian Center at the highest level of excellence in all programs for both children and adults.
- Create equestrian events that encourage involvement from club membership at large.
- Help all members feel at home and welcomed at their Equestrian Center.
- Handle member's questions and concerns professionally and courteously.
- Plan the activities and coordinate member registration for Kids Camp.

### **5. Facility and Grounds Maintenance**

- Ensure that all stables and arenas are kept clean and safe at all times.
- Ensure that the facility's grounds are kept to the high standards of the club.
- Ensure that all repairs are completed in a timely and cost effective manner.
- Maintain indoor arena's Terra Nova Footing by Attwood.

### **6. PR and Marketing**

- Provide basic customer service, welcoming and giving information about Equestrian Center, including tours as needed.
  - Ensure quality standards for public relations are maintained with members, guests, and local community.
  - Promote the Club at Las Campanas through horse shows and other horse related activities.
  - Assist with promotion of Las Campanas Equestrian Center including but not limited to appearances at special events, photo shoots, layouts and marketing materials.
  - Help promote all equestrian programs including lessons and trail rides, as well as off-site trail rides and clinics.
-

## **7. Leadership and Team Building**

- Strong leadership and team development experience.
- Passion for maintaining the highest levels of service for all equestrian services and ensuring member satisfaction.
- The ability and desire to engage proactively with members and staff in a manner that drives high levels of engagement, excitement, and enthusiasm.
- Superior communication skills, exuding energy and creativity
- Uses plans to measure and report on performance, and make course corrections when needed.
- Help create an environment where the staff looks forward to coming to work every day because their skills are developed and their value is respected.

## **SALARY & BENEFITS**

Salary will be commensurate with qualifications and experience. The Club, along with the typical benefits, offers an excellent performance bonus and benefit package. The position is available immediately.

## **INSTRUCTIONS ON HOW TO APPLY**

Please e-mail or send your resume and cover letter to Carmen Trujillo, Director of Human Resources at: [hr@clublc.com](mailto:hr@clublc.com) . If you are sending application via e-mail documents should be in Word or PDF format.

## **Location**

Santa Fe is an internationally known, historic city of 70,000 full time residents. The city is located in a stunning region of northern New Mexico, nestled between the Sangre de Cristo and Jemez Mountains. Santa Fe celebrates a wonderful fusion of Hispanic, Native and Anglo culture, art, history, and natural beauty and has sparked the imagination of its visitors and residents for 400 years. The City Different continues to garner accolades for being a world-class destination with more than one million visitors each year. Independent spirits have been drawn to Santa Fe since its official founding in the 17th century. Native Americans were the original inhabitants centuries prior to Spanish arrival. Santa Fe has the country's third largest art market featuring over 250 galleries and host to prominent art shows such as the Santa Fe Indian Market, Spanish Market, and the Santa Fe International Folk Art Market. Truly a cosmopolitan city, Santa Fe is home to a renowned open-air opera house, more than 300 restaurants, superb museums, miles of hiking and horseback riding trails, a ski area, outstanding golf, and much more. It is also the capital of New Mexico and, at 7,000 feet above sea level, is the highest and oldest capital city in the U.S.

Santa Fe offers peace and tranquility that allows for contemplation and reverence. It also provides a vibrant community life with opportunities in entertainment, education, and enlightenment at every turn. The dramatic clear light of the high desert, awesome surrounding mountains, historic architecture, rich arts, unique cuisine, and interplay of cultures create a city unlike any other.

Santa Fe's location in the U.S. Southwest guarantees almost 300 days a year of dazzling sunshine. A dry climate gives the air a sparkling clarity and provides the opportunity to view amazing vistas, vibrant sunsets, and remarkable night skies. The crisp, clean air is also among the most healthful in the world (according to the World Health Organization) with virtually no air pollutants from industry.

People often assume the climate of northern New Mexico is similar to places like Phoenix, but an elevation of 7,000 feet provides cooler summers and snow in the winter. Summers are long lasting with the warmest days in July typically reaching the mid 90s, complemented by no humidity and cool, comfortable evenings. Fall is a wonderful time to enjoy the City Different with warm days, refreshing nights, and abundant sunshine. Winters are relatively mild with high temperatures in the 40s and 50s and the surrounding mountains are a winter wonderland with deep snow accumulation and nearby ski resorts. Spring is the most changeable time of year

---

with snow run-off feeding the foothills, temperatures beginning to edge up, and occasional spring thunderstorms. The average rainfall in Santa Fe is 14 inches per year.

