



**Position: Student Recruitment Coordinator**

**Start Date: Immediately**

**Part-time hours: 30 per week**

**Job Type: Part-time, Permanent**

At The Horse Ranch we are looking to add a hardworking, energetic, positive, part time **Student Recruitment Coordinator** to our team!

**Who we are:** Glenn Stewart is a world class professional horsemanship clinician and educator and his core operations are based at The Horse Ranch. He travels throughout North American and Internationally leading Clinics, Camps and Learning Holiday Adventures. Glenn is a keynote speaker and presenter for equine expos and competitor in colt starting competitions – most recently awarded Reserve World Champion at The Road to the Horse 2022 competition in Lexington Kentucky.

Glenn has custom designed his 160 acre ranch in Fort St John BC with horse and human development at the forefront – with his horses enjoy living in a natural environment, in a herd in the pastures. The facility includes arenas, round pen, natural obstacles – a playground for horse development – and miles of trails around the property, including to the Beaton River Valley, as well as a heated indoor arena and operates year-round.

Glenn trains horses, trains adult learners (both on-site and online), offers clinics (both local and destination), holds company retreats, rents facilities out at his ranch and holds events at his ranch. There is also a store at the ranch.

To learn more about Glenn and The Horse Ranch and what it has to offer, please check out our website: [www.thehorseranch.com](http://www.thehorseranch.com).

We are pleased to offer a safe, challenging, interesting, fun, friendly, professional work environment for our team, our students and clients.

**Who we are looking for:** an energetic, positive, open to learning, comfortable with computers, adaptable part-time **Student Recruitment Coordinator** for Glenn's Horsemanship clients. The position is – 30 hours a week – 5 shifts consisting of 6 hours each during the week Monday to Friday. We may consider remote work for the right individual however will need to keep in mind the MST time zone. You will work under direct supervision of Glenn and with his team – Online Student Coordinator and Admin Assistant/Bookkeeper to maintain the administrative end of the company and excellent service to clients.

Your job will focus on the attraction and retention of students and clients for in person experiences: horsemanship camps, clinics and learning holiday adventures. To support this work you need to be proficient in a variety of software tools and an interest in horsemanship and adult education.

**Duties include:**

- Responding to inquiries (potential and returning students and clients) answering the phone during office hours (Mon-Fri 8-5 MST) and responding to inquiries in a timely manner.
- Office administrative duties: creating and maintaining electronic records, approving invoices for payment, completing financial transactions and related record keeping for events.
- Working at a computer station (programs may include Word, Excel, QuickBooks) we use a variety of other software – Shopify, Square, ConstantContact and our website it in WordPress so any skills or experience with these would be great! Or a willingness to learn.
- Maintaining registration records including details on students/clients with a high degree of accuracy and including financial record keeping.
- Working in coordination with The Horse Ranch team to provide a seamless experience for students and clients.
- Photographing and videoing Glenn while working at times.
- Posting videos and pictures to social media accounts (Facebook, Instagram)
- Follow our safety protocol
- Job descriptions and duties at The Horse Ranch are fluid. You may change what you do as you grow within the company and over time.

**Requirements for the job:**

- Must be at least 18 years old, must have Grade 12 diploma or post-Secondary. Must have valid Class 5 (or Class 7) driver's license and have own transportation to and from office which is in the Baldonnel area. (This includes winter driving conditions).
- Must have experience working with adult learners.
- Ideal candidate will have experience in horsemanship in order to best support students.
- Must have excellent computer skills (including word and excel).
- Must be able to work well with others.
- Must be polite and respectful and enjoy talking to people (customer service).
- Must be able to follow instructions.
- Must be pleasant and have a positive, friendly, professional attitude.

- Must be adaptable and accommodating.
- Must understand that safety is of utmost importance.
- Must have demonstrated experience working remotely or with remote teams.
- Must have the ability to pay attention to detail.
- Must have good communication/conversational skills (written, verbal, and digital - text, email, etc.)

**The following will be assets:**

- Experience in office administration, including answering phones and filing.
- Experience in retail or customer service positions
- Experience or knowledge of Square, Constant Contact, Shopify, Kajabi, WordPress
- Experience, knowledge, appreciation of horses.
- Experience and/or interest in Event Planning.
- Demonstrated experience producing videos and editing photos will be an asset.
- Demonstrated experience working alone/remotely.
- Demonstrated experience working with and attracting adult learners strongly desired.
- Being familiar with Glenn's Stages Program will be an asset.
- If working remotely, the willingness to come to the ranch, clinics and on learning holiday adventures, if required, is an important consideration.

Training to be provided for necessary skills to perform the job to the right candidate on areas not in the "Requirements of the Job" section.

We are very excited to meet the right candidate and add you to our team!

Please send resume with references and wages expectations. Only persons short-listed will be contacted. Thanks for your interest.

At this time, only candidates with approval to work permanently in Canada should apply.

Please send cover letter and resume to [info@thehorseranch.com](mailto:info@thehorseranch.com). We sincerely appreciate your interest – however - only those who are shortlisted will be contacted.