



Volunteer Position Available

Job Title: Pony Party Coordinator

Shift: Saturdays and Sundays as needed. The hours are determined by party signups.

Location: Save the Horses, 1768 Newt Green Road, Cumming, GA 30028

Compensation: \$50 per party

Schedule: Work from home to manage and meet clients at the rescue on weekends as needed.

One of the many ways that Save the Horses raises money to help the horses it saves from abuse, neglect, and starvation is by holding birthday pony parties for children. The parties are two hours in length and held under a covered pavilion. We will recruit volunteers to help.

We're looking for a responsible Coordinator that is personable, with an upbeat personality, and a positive attitude for this position. You will liaise with parents and set up party specifics. Some horse experience preferred, but we will train a person that demonstrates commitment and dedication to helping children & animals. The goal is to create a party environment that is fun and safe for all.

Regular Duties:

- Communicate with parents by phone and or by email to set up party details and payment.
- Utilize Facebook to help to recruit volunteers.
- Arrive an hour before the scheduled party to make sure the area is clean and setup for the party.
- Manage volunteers.
- Set up picnic area with tablecloth and decorations.
- Groom and tack horses.
- Organize/monitor pony rides (Help children on/off horses - Walk the horses).
- Monitor/supervise children as they paint horses (help children apply paint to their hands and paint the horse.)
- Monitor/supervise children at the petting zoo.
- Stay through the party and make sure the area is cleaned afterwards. Put tack, decorations and tablecloth away. Ensure that all trash is put away.
- Keep cabinet for party supplies neat and organized.

Job Requirements:

- Must be at least 21 years of age.
- Work well communicating and motivating a group of people.
- Access to Email and to Facebook.
- Good physical condition and able to lift 50 pounds.
- Attend a New Volunteer Orientation at Save the Horses.

Fill out the Volunteer Application here:

<https://www.cognitofrms.com/SaveTheHorses1/KeyVolunteerPositionSaveTheHorses>

Save the Horses • Horse Rescue, Relief and Retirement Fund, Inc. (HRRRF, Inc.)

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Mailing Address: P.O. Box 1123, Ball Ground, GA 30107

The Horse Rescue, Relief & Retirement Fund is a registered 501(c)(3) and all donations are tax deductible to the extent permitted by law. TAX ID: 58-2479748