



SECOND WIND ADOPTION PROGRAM

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INTERNSHIPS AND VOLUNTEERING AT SWAP

"you can because you think
you can"



Congratulations to Kathryn Byerly of New Richmond, Ohio for being selected as SWAP's 2004 Intern of the Year. Kat has been critical to the mission of SWAP and helped us stay on our feet during a very tough time. She has trained horses, answered phone calls and emails, helped manage

the barns and the large number of horses coming and going, she's developed strong working relationships with adopters and potential adopters alike, reviewed adoption applications and completed a big portion of the tasks that must be done 7 days a week on a horse farm. No task too large, Kat has taken it on with zeal and a fun loving attitude. Besides being talented in so many ways, she always has a ton of energy and a huge smile on her face, even when facing adversity and huge challenges. The SWAP horses (and dogs) love her and so do all of us at SWAP. She will be sorely missed. As SWAP's 2004 Intern of the Year, Kat will receive a \$500. Scholarship that will go to Ohio University where Kat is completing an under-graduate program in Journalism. Congratulations Kat for a job well done. Bravo!!



Congratulations to Teresa Rainey of Kings Mountain, NC. She was selected as our 2003 Intern of the Year and received the \$500. SWAP scholarship for her great work and endless devotion to our mission. This was Teresa's second summer at SWAP and this year she really excelled. She took on all the responsibilities of the Executor (barn manager, volunteer coordinator, trainer, assistant vet and farrier, councilor, advisor, evaluator, quality control manager, matchmaker, communicator, administrator, accountant, lawyer, transport coordinator, logistics manager and the care taker of all the horses just to name a few) and did them all admirably. A couple more years and I think she could run this program alone. Since Teresa has a full scholarship to the University of Florida, her scholarship has been applied to any supplies she will need during her last year of undergraduate school. Kudos Teresa for a job well done and a very big THANK YOU from all the SWAP family and horses!!

WHAT WE ARE LOOKING FOR IN OUR INTERNS AND VOLUNTEERS

- age 17 and up
- experience with horses required
- a good riding seat required of at least an strong intermediate rider (have been riding at least 3 times a week for the last 3 years, have ridden hot horses, can handle a buck, has a good understanding of when to get on and when not to get on
- Neat and detailed person, will keep everything in its place and puts everything back where it belongs, keeps themselves, their room, the office and the barn clean, neat and picked up
- loves animals
- good work ethic, hard work does not scare you at all, in fact you thrive on it.
- physically fit

- can keep a positive attitude no matter how badly things seem to be
- patient with people and animals, especially when they don't know as much as you
- mentally flexible, can handle most any change or surprise well
- can work independently at times
- knows how to do at least basic things like feed, water, worm, wrap legs, clean a stall
- experience handling/riding hot horses or untrained horses is a plus

-Summer interns must stay at least 4 weeks with us but we prefer them to stay 8 weeks (adult or highly experienced volunteers can come as their schedule allows, if they just want to get away from home and help, too!).

-Selection of Interns are done May 1st of summer interns, August 1st for fall interns and December 1st for spring interns.

-School year interns must stay at least a semester (August - December or January - May).

-College Credit is available (ask about the requirements if you are interested)

-Directions to [Crossed Sabers/Second Wind Adoption Center](#)

-There is a liability release that all persons, and parents or guardian (s) must sign if anyone under 18 wants to ride here. It would be simplest to print it out from this site and bring it with you already filled out. Both Parents are required to sign this form for any person under 18 to be able to ride at CSS & SWAP.

-It is recommended that you bring your own [saddle](#), as you will be more comfortable in your own gear, and we will provide the bridle, girth and bit to fit the horse. We will also provide a saddle if your saddle does not fit the particular horse you are looking at.

-No bit except a simple snaffle (or less, like a bosal or hackamore) will be used on adoption horses while in the program. Extreme bits will never be allowed or used on any adoption horse or any other attachments that force the horse into a collected frame. If the horse has no brakes, the horse needs more training, not a more stringent bit.

-The required [uniform](#) for riding is either breeches or jeans (with or without) chaps and either paddock boots, dress riding boots or field boots for riding hunt seat or dressage saddles, for show saddles or cut back saddles the appropriate attire is jodhpur pants and jodhpur boots (or jeans and paddock boots). For riding in a western or a stock seat saddle jeans with either cowboy boots, lacers/paddock boots, riding tennis shoes or any smooth sole shoes with a smooth short heel. Dress shoes or boots with any sort of tread will not be allowed. Riding helmets are required for all riders riding all seats. Riders should come prepared for all types of weather as all our riding facilities are outside but clothes should not be loose or extremely big. It is not only dangerous because the clothes can get hooked on the horses saddle but its really not functional. Long hair should be pulled back in a pony tail or braid and away from the face in a way that the rider has all peripheral vision and allows for your helmet to fit as it is designed. Jewelry should be kept to a minimum, especially no hoop earrings and rings that can get caught on saddles and tack.

-[All riding](#) starts in the facility round pen with a join up and then once we realize you can handle the horse you are riding, you can move to the large arena. Only riders that have proven they can ride the horse in all gaits easily will be allowed to venture out beyond the round pen. Horses are never taken out on the trail or outside the round pen and arena without a second rider and another experienced trail horse as lead. Only very experienced riders can venture out of the round pen and arena, visitors are never allowed to ride outside of the round pen or arena.

[WHAT TO BRING WITH YOU](#)
[\(put your name on everything\)](#)

- \$ for food (or food) and activities (roughly \$50. a week depending on how much you eat and how much we do as a group)
- if you like to drink kool-aid or soda all summer long or have particular things you like to eat (especially junk food) bring it, because we only buy good healthy food for meals.
- barn clothes for all weather, including wet weather
- riding clothes (english and western)
- For english, bring breeches or jods, paddock/dress or field boots
- For western, bring jeans and cowboy boots or lacers
- riding boots (smooth sole only, with short heel) or riding tennis shoes (no regular tennis shoes or any type of street shoe will be worn riding)
- muck boots that mud or manure won't ruin
- riding helmet
- grooming equipment
- your tack (the saddle you prefer to ride in, saddle pad and cinch if its a stock saddle)
- pajamas
- shorts/shirts or casual non-working clothes
- toiletries/shower supplies
- bath towels and wash clothe
- laundry supplies
- alarm clock
- notebook (3 ring binder) for notes and information
- dress clothes for a couple of activities like (movies, going to the races, going to events like Equine Affaire or shows)
- camera and film or digital camera (not required but recommended)
- phone cards to call home, your cell phone or lap top if you have one, stationary to write home or friends
- swim suit and beach towel
- all bathing/grooming/first aid equipment for your horse (only for school year interns who are bringing their horse)
- bug spray
- sun screen
- chap stick
- health care and insurance information
- picture ID card and drivers license
- big water bottle or jug (staying hydrated becomes critical)
- healthy snacks (granola bars, fruit, etc) anything to keep blood sugar up on hot and long days

WHAT TO EXPECT

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-Arrival dates are all set for the 1st of each month, there are no waivers for arrival times as we have set training times and dates after everyone's arrival. There are only 6 slots available for the entire summer, 2 for June, 2 for July and 2 for August. We would prefer that each intern stays at least 2 months but it is not required to come, so get applications in ASAP. There are 2 intern slots for fall and spring semesters.

-expect to learn a lot

-expect hot humid weather in summer and cold, wet winters

-expect night turn out in summer and day in winter, horses are in during all inclement weather (sometimes out for a warm summer rain as long as its brief and lightning/thunder is not in forecast).

-expect 25 stalls and at least 25 horses, many times more than 25 and sometimes as many as 55, if we've done a rescue

-expect long hours that some times go beyond the normal work day of 9am to 6pm

-expect a wide array of horses (young, old, all training levels, gaited, race horses, harness horses, hunter/jumpers, rodeo, with various training and health issues) and animals to play and work with

-expect a hectic schedule

-expect a fun environment, work hard and play hard types (but the work must be done before we play)

-expect to attend clinics for free and assist with clinics

-getting weekly free lessons from the head trainer or a more experienced intern/assistant trainer

-helping horses be safe under saddle and in hand

- helping horses get healthy, fit and fat
- helping horses get the right home, helping them be successful in their new home
- helping people find the right horse
- helping adopters who may be having problems with their horses (or horses that may be having problems with their adopters)
- helping us evaluate every horse that comes to us
- work day starts at 9am and goes until 6pm on most days (which includes feeding, cleaning stalls on weekends or when our regular stall cleaner does not come, health care, turn out, grooming, getting pictures/video, sometimes riding/working horses, working in the office, preparing for a stable event, giving or taking classes, etc) but on some days we will ride in the evening when its cooler and do office work or have projects inside during the day. Many evenings are just to rest and relax and watch the 62" big screen TV, read or surf the web.
- on rainy days, we usually get our barn work done and do bathing/grooming or office work throughout the day, plus sometimes just regrouping, having meetings or brain storming sessions.
- feedings are at 9am and 5pm.
- Viewing is scheduled Saturday from 1pm to 4pm which is the time when visitors come to look and ride potential adoption horses, every morning we clean the barn, groom horses and prep paperwork (horse lists, applications, etc)..... Sometimes we may have to ride a horse for an adopter or ride a horse before an adopter..... sometimes our time with a potential adopter ends up being a lesson for them because they are inexperienced.
- Tuesdays are our staff meetings, everyone attends (noon). We review all stable and office issues, go over incoming horses, out going horses and just general updates for both the office and stable. Each intern reviews their current projects with the group.
- The normal stable crew is off on Saturday and Sunday. Monday is everyone's day off but we schedule 2 people each week to feed and turn out and do the very basic things that have to be done in the barn with our regular crew.
- Everyone is assigned a laundry day in which to get their laundry done, when the house is full of interns, when we're not full, everyone just does it when they can get to it but its important to bring at least 7 days of work/riding clothes because we can't wash on a daily basis, it will run the well dry.
- Everyone sort of takes care of their own food and clean up but sometimes we all eat together, sometimes we get lucky enough to get someone in that likes to cook, then we eat good, many times we go out and get fast food and sometimes we are running to the barn with a sandwich and a piece of fruit. Eating will be on the run on many occasions so bring things that you can make quickly. The microwave, a sandwich and cereal becomes your closest buddies.
- Each intern will have either a private room or will share a room with a same sex room mate. All the female interns use the upstairs bath. Every intern will have their own bed. We will have room for as many as 6 live in interns at any given time. Because we have many more female interns than male, its very hard to find room for male interns for housing. Sometimes the boys end up on the fold out couch in the office and if lucky, get a room of their own. Most times, we just don't can't take male interns (sorry, maybe someday).

"If your hearts in the right place, it will be a summer you will never forget. It will be the work that wears you out but you love it anyway."

A myth: Interns only clean stalls.... not at CSS and SWAP!! Interns become a vital part of the process for us to evaluate, train and find homes for horses. They advise us and the adopter on the horse. They are critical to us being able to find the right fit for each horse and adopter.

- **SUBJECT: INTERNS OBTAINING COLLEGE CREDIT (THE EXECUTOR HAS A MASTERS DEGREE IN EDUCATION AND EQUINE SCIENCE AND SHE WILL WORK WITH ANY COLLEGE TO MEET INTERNSHIP REQUIREMENTS/REPORTING AND GRADING).**

WE REQUIRE EACH STUDENT TO DO THE FOLLOWING OVER THE COURSE OF THE SCHOOL YEAR:

- TRAIN TWO HORSE (CUSTOMER, ADOPTION OR STABLE HORSES)
- TEACH RIDING LESSONS TO AT LEAST ONE CUSTOMER/ADOPTER
- COORDINATE/COMPLETE ONE ADVERTISEMENT AND 2 NEWS RELEASES
- PLAN ONE STABLE EVENT
- TEACH ONE CLASS TO THE BARN STAFF
- COMPLETE THEIR PRIMARY & SECONDARY DUTIES (SEE ATTACHED) AS STABLE HELP, BARN MANAGER, INSTRUCTOR OR TRAINER
- EACH HAVE 2 MONTHS OF PLANNING, COORDINATING & IMPLEMENTING ALL HEALTH RELATED DUTIES (VET, FARRIER, WORMING, MEDICAL RELATED WORK)
- COMPLETE AT LEAST 20 INITIAL EVALUATIONS ON NEWLY ARRIVED ADOPTION HORSES
- DO ONE QUALITY CONTROL EVALUATION
- DO ONE SAFETY EVALUATION
- DO ONE MONTH OF COMPLETING ALL ADMINISTRATIVE/FINANCIAL/LOGISTICAL PLANNING/RECORD KEEPING FOR THE STABLE

EACH STUDENT WOULD BE REQUIRED TO KEEP A NOTEBOOK FILLED WITH ALL RECORDS, JOURNALS, EVALUATIONS, ETC TO TURN IN AT THE END OF THE YEAR. I WOULD EVALUATE EACH STUDENT AND YOUR COLLEGE ADVISOR WOULD BE THE SENIOR EVALUATOR (AND FINAL GRADER).

STANDING OPERATING PROCEDURES (RULES & REGULATIONS THAT WE LIVE BY) ARE COVERED UPON ARRIVAL

- EMERGENCY, STABLE ALERT ROSTER
- BUDDY SYSTEM (TRAILS, RIDING OUTSIDE, PADDOCK, GOING OFF THE FARM OR OUT)
- EMERGENCY NUMBERS, HORSE SICK OR HURT
- T/O NOT IN RAIN OR WHEN GROUND IS SATURATED
- T/O IN ARENA (NOT MORE THAN 3 GELDINGS, 2 MARES OR 4 YOUNGSTERS, ONLY ONES THAT GET ALONG
- FARRIER, WORMING, DENTIST
- CLINICS, OPEN HOUSES, ACTIVITIES
- RESPECT OF OTHERS, THEIR HORSES & EQUIPMENT, DO NOT USE W/O ASKING, CLEAN/DO NOT BREAK
- SAFETY FIRST, NO HORSE GETS HURT, NO PERSON GETS HURT!
- ASSUME NOTHING, ASK QUESTIONS IF YOU DON'T KNOW
- USE OF FACILITIES, CLEANING
- NO TAKING STABLE EQUIPMENT/BOOKS/VIDEOS OFF PREMISES
- ELECTRIC, WATER, LIGHTS
- SMOKING, DRINKING, BURNING CANDLES IN BEDROOMS, MUSIC AT THE HOUSE AND BARN
- NO STORING FLAMMABLE LIQUIDS

- APPROPRIATE CLOTHING
- REPRESENTING THE STABLE
- PROPRIETARY INFORMATION
- ADDRESSING PROBLEMS WITH BARN MANAGER, TRAINER, EXECUTOR
- USE OF ARENA, ROUND PEN
- USE OF ADOPTION HORSES
- PUNISHMENT OF HORSES OR NEGATIVE REINFORCEMENT/POSITIVE REINFORCEMENT,
- RIDING OTHER PEOPLE'S HORSES
- LIABILITY RELEASE
- USE OF HOT WALKER, TRAILS, Paddock
- DON'T CHANGE EQUIPMENT OF STABLE, IF YOU HAVE TO CHANGE A BIT, CHANGE IT BACK WHEN FINISHED
- USE OF STABLE TACK, OTHER TACK, CLEANING TACK
- CLEANLINESS
- GROOMING EQUIPMENT
- STABLE HATS/SHIRTS AVAILABLE
- TACK BOX SECURITY
- SECURITY OF TACK ROOM/FEED ROOM
- CAN NOT RIDE STABLE HORSES W/O TALKING TO OWNER
- NO LOOSE HORSES IN ISLE WAY, CLEANING UP AFTER HORSES
- NO MOUNTING IN BARN, ONLY IN ARENA AND ROUND PEN
- NATURAL PROGRESSION OF TRAINING.... ROUND PEN, ARENA, Paddock, TRAILS
- HANDLING VISITORS, POTENTIAL ADOPTERS AND DONORS
- NO JUMPING
- NO HELMET, NO RIDING
- IF YOU BREAK IT OR LOSE IT . . YOU PAY FOR IT OR REPLACE IT IF NEGLIGENCE IS INVOLVED
- PUT AWAY EQUIPMENT
- GENERAL STABLE RULES
- USE OF PHONE (OFFICE AND BARN) AND OFFICE COMPUTERS, OFF DUTY HOURS, DO NOT CHANGE CONFIGURATION OF ANY COMPUTER, NO OPENING ATTACHMENTS
- NO REMOVING STABLE EQUIPMENT
- HOURS OF OPERATION
- REPLACEMENTS FOR WORK, IF YOU CAN NOT BE THERE
- BEING PUNCTUAL, CONSIDERATE TO OTHERS
- SECURITY
- FIRE
- GATES CLOSED AT ALL TIMES
- ATTIRE AND PROFESSIONALISM
- SAFE DRIVING
- ALL TACK IS KEPT IN TACK ROOM
- PUT NAME ON ALL EQUIPMENT
- FRONT OF STALLS WILL BE CLEAN
- USE OF PERSONAL TACK BOXES
- BUDDY SYSTEM AND SIGN OUT SHEET FOR TRAIL RIDES W/ ETR & ETD
- USE OF ROUND PEN
- WORMING, SHOTS, HEALTH CERTIFICATES, COGGINS, HEALTH CARE OF HORSES
- THINGS THAT COME WITH ADOPTION HORSES, TACK, SUPPLIES, SUPPLEMENTS

- FARRIER AND VET DAYS
- LIABILITY LAW
- COATS, CLOTHES HUNG UP
- DIRTY TOWELS, LEG WRAPS, SADDLE PADS IN LAUNDRY
- PROTECTIVE HEADGEAR, CLOTHES/SHOES TO RIDE IN, DRESS CODE,
- 20 PERCENT RULE AND WEIGHT OF RIDER
- EMERGENCY PHONE NUMBER/ POLICE PHONE NUMBER/ FIRE
- ONLY STABLE OWNER, BARN MANAGER OR TRAINER CAN CHANGE THE FEED AMOUNT OF HORSES
- NO DRUGS ARE GIVEN TO ANY HORSES, BUTE AND SMZ'S ARE GOVERNED BY THE EXECUTOR AND ONLY USED WHEN NECESSARY, PENICILLIN OR BANAMINE SHOTS ARE ONLY GIVEN BY THE EXECUTOR OR HEAD TRAINER
- ACE IS NEVER USED BUT IN EXTREME CASES WHEN THE HORSE WILL ABSOLUTELY NOT LOAD (EVERYTHING HAS BEEN TRIED) OR WHEN A HORSE IS GOING OUT FOR THE FIRST TIME AFTER A VERY LONG STALL REST.
- ACE OR BUTE ARE NEVER GIVEN TO ANY HORSES FOR THE PURPOSE OF MAKING THE HORSE EASIER TO RIDE... AND DOING SO WILL MEAN IMMEDIATE DISMISSAL FROM THE INTERN PROGRAM.
- NOT LEAVING PADDOCK W/O PERMISSION (TELL SOMEONE YOUR GOING) AND RIDING TEST BEFORE GOING OFF W/ BUDDY
- HAND WALK SICK HORSES (THAT ARE NOT RESTRICTED TO STALL)
- QUARANTINED HORSES
- OUR WAY OF DOING THINGS IS FINE TUNED, DO NOT CHANGE ANYTHING WITHOUT ASKING. IF YOU THINK YOU KNOW OF A BETTER WAY, WE NEED TO DISCUSS IT IN A PROGRAM MEETING BEFORE HAND
- WHEN IN DOUBT ABOUT ANYTHING, ASK THE EXECUTOR
- DO NOT RIDE, TURN OUT OR FEED NEW HORSES UNTIL YOU READ THEIR PAPERWORK FROM OWNER (LOOK AT CURRENT FEED, CURRENT WORK OUT SCHEDULE, SPECIAL CARE, SPECIAL SHOES, LAST DATE RIDDEN/DRIVEN, PHYSICAL PROBLEMS, TRAINING ISSUES AND CONDITIONING LEVEL)
- READING A HORSE, UNDERSTANDING THEIR LANGUAGE, KNOWING WHEN TO STOP AND WHEN TO CONTINUE, BE 100% AWARE OF WHAT IS GOING ON AROUND YOU AND WHAT THE HORSE IS DOING
- BLANKETS/SHEETS REMOVAL
- HANDLING STALLIONS, BABIES AND UNTRAINED HORSES
- NOTHING WILL BE GIVEN TO STABLE, BOARDER HORSES, HORSES IN TRAINING OR ADOPTION HORSES WITHOUT PRIOR APPROVAL FROM THE BARN MANAGER OR HEAD TRAINER
- COMMUNICATION MUST BE CONSTANT WITH BARN MANAGER, TRAINER AND EXECUTOR!
- SPEAKING TO CUSTOMERS (ADOPTERS AND DONORS), BE POSITIVE, FRIENDLY AND HELPFUL, EMPATHETIC, ASK QUESTIONS TO UNDERSTAND, ASSUME NOTHING,
- TAKE NOTES ON ALL CALLS YOU TAKE AND GIVE IT TO THE EXECUTOR, APPROPRIATE ACTIONS WITH CUSTOMERS/POTENTIAL ADOPTERS AND DONORS.
- PRIOR TO ARRIVING AT CSS STUDY OUR RULES FOR ADOPTION, GET TO KNOW THE DONOR REQUIREMENTS, KNOW OUR MISSION STATEMENT, LEARN WHERE EVERYTHING IS ON THE WEB SITE AND BE ABLE TO DIRECT SOMEONE THROUGH IT IN DETAIL
- INTERN FORMAL EVALUATIONS (SEE BELOW) DO NOT BE INTIMIDATED BY THIS, IT IS ONLY A VEHICLE USED TO LEARN
- NEGLIGENCE IN DEALING WITH THE HORSES, LIEING OR STEALING MEANS AN IMMEDIATE DISMISSAL FROM THE PROGRAM

- SOMEONE NOT FOLLOWING OUR RULES OR THAT HAS A BAD ATTITUDE WILL GET TWO STRIKES BEFORE BEING SENT HOME.
- REVIEW LAMENESSES, TRAVELING ISSUES AND CONFORMATION BEFORE ARRIVING AT YOUR INTERNSHIP

APPLICATION FOR INTERNS/VOLUNTEERS (PLEASE PRINT IN BLACK OR BLUE INK)

-FULL NAME _____

-AGE: _____

-FULL HOME ADDRESS

-YOUR PHONE NUMBER (HOME & SCHOOL)

-PARENTS FULL NAMES (IF UNDER 21)

-WORK AND HOME NUMBERS OF BOTH PARENTS:

-ALL OTHER CONTACT INFORMATION FOR PARENTS:

-FAX (IF AVAILABLE)

- YOUR E-MAIL & YOUR PARENTS E-MAIL:

-DATE WHEN YOU WOULD BE AVAILABLE AND FOR HOW LONG

-DO YOU HAVE ANY PHYSICAL LIMITATIONS

-LIST ALL ALLERGIES:

-ARE YOU ON ANY MEDICATIONS? IF SO, PLEASE LIST

-DO YOU HAVE HEALTH INSURANCE FOR BOTH ACCIDENT & ILLNESS?

-WHAT IS THE NUMBER OF YEARS YOU HAVE BEEN RIDING ON A CONSISTENT BASIS (MEANING AT LEAST 2 TO 3 TIMES A WEEK)? _____

-HOW LONG HAVE YOU BEEN A HORSE OWNER? _____

-HOW LONG HAVE YOU BEEN THE PRIMARY CARE GIVER OF THAT HORSE? (MEANING YOU HAVE BEEN THE PRIMARY CARE GIVER, DONE FEEDINGS, CLEANING STALLS, WATERING, TURN OUT, TRAINING, FIRST AID AND GENERAL CARE.) _____

-DO YOU DRIVE? _____

DO YOU HAVE A VEHICLE & INSURANCE? _____

-AGE _____ SEX _____ HEIGHT _____ WEIGHT _____

-WHAT ARE YOUR GOALS WITH REGARDS TO HORSES?

-TELL ME ABOUT YOUR SUCCESS STORIES WITH HORSES AND STRENGTHS.

-WHAT ARE YOUR WEAKNESSES?

-TELL ME ABOUT YOUR HORSE OR WORK EXPERIENCE, CHECK EACH ONE THAT YOU HAVE DONE & TELL US HOW LONG YOU'VE BEEN DOING IT ON A CONSISTENT BASIS:

_____ **SHOWING, # OF SHOWS EACH YEAR _____,**

_____ **# OF YEARS _____**

_____ **PREPARING HORSES, TACK AND YOURSELF FOR SHOWS**

_____ **TRAINED A HORSE, HOW MANY HORSES _____**

_____ **OWNED A HORSE, HOW LONG _____**

_____ **RIDING, HOW LONG _____**

_____ **RIDING HOT HORSES (TB/ARAB)**

_____ **RIDING GAITED HORSES _____**

_____ **HANDLING OR WORKING AROUND HORSES THAT HAVE NEVER BEEN TOUCHED BY PEOPLE OR WILD HORSES**

_____ **RIDING UNTRAINED HORSES, HOW MANY _____**

_____ **RIDING UNBROKE HORSES, HOW MANY _____**

_____ **HANDLING OR CARING FOR UNTRAINED OR UNBROKE HORSES**

_____ **TEACHING CLASSES OR LESSONS, HOW MANY _____**

_____ **PARTICIPATED IN 4-H, HOW LONG _____**

_____ **PARTICIPATED IN PONY CLUB, HOW LONG _____**

_____ **ASSISTING VETS**

_____ **ASSISTING FARRIERS**

_____ **RECORD KEEPING**

_____ **MARKETING, ADVERTISING OR SALES**

_____ **WRITING STORIES OR NEWS RELEASES**

_____ **SPEAKING IN FRONT OF GROUPS**

_____ **RIDING IN FRONT OF PEOPLE**

_____ **DOING TAXES OR ACCOUNTING**

_____ **WORKING WITH CUSTOMERS**

_____ **REPAIRS/FARM MAINTENANCE (MOWING, WEED EATING, MENDING FENCES)**

_____ **BARN MANAGEMENT**

_____ **CLEANING STALLS AND BUCKETS, HOW LONG _____**

_____ **PUTTING UP HAY FOR WINTER**

_____ **PLANNING/COORDINATING & IMPLEMENTING EVENTS**

_____ **GROOMING HORSES AND DOGS**

_____ **DEWORMING HORSES**

_____ **MATCHING UP PEOPLE WITH HORSES & VISE VERSA**

- _____ FEEDING & SOLVING NUTRITIONAL PROBLEMS
- _____ WRAPPING LEGS
- _____ HORSE FIRST AID OR HANDLED EMERGENCIES
- _____ FITTING SADDLES, BITS, BRIDLES, GIRTH TO HORSES
- _____ SOAKING FEET OR TAKING CARE OF ABSCESSSES
- _____ GIVING SHOTS TO HORSES, DOGS OR CATS
- _____ TRIMMING FEET OR PULLING OFF A LOOSE SHOE
- _____ FIRST AID ON STRAINS, PULLS, PUNCTURE WOUNDS
- _____ COOKING FOR YOURSELF OR OTHERS
- _____ COMPUTER EXPERIENCE, ANSWERING E-MAILS
- _____ ANSWERING A BUSINESS PHONE
- _____ FILING, GETTING MAIL OUT, MAKING COPIES
- _____ HAVE YOU ATTENDED ANY FORMAL TRAINING WITH HORSES,
HOW MANY _____
- _____ HAVE YOU TAKEN LESSONS, HOW MANY _____
- _____ HAVE YOU ATTENDED CLINICS, HOW MANY _____
- _____ HAVE YOU GONE TO EVENTS LIKE EQUINE AFFAIRE CONGRESS,
ETC
- _____ HAVE YOU WORKED OR VOLUNTEERED AT A STABLE, HOW LONG
(IN MONTHS) _____
- _____ DO YOU HAVE ANY TECHNICAL TRAINING (FARRIER, ESMT, ETC)
- _____ DO YOU HAVE ANY UNDERGRADUATE OR GRADUATE SCHOOLING
THAT IS
RELATED TO HORSES OR ANIMALS (EQUINE STUDIES, ANIMAL
SCIENCE, PRE-VET, VET-TECH, ETC)

**-CIRCLE 5 WORDS/PHRASES OF HOW YOU THINK YOUR FRIENDS
WOULD DESCRIBE YOU:**

**GOOD W/ HORSES LOVES ANIMALS NICE EASY TO WORK WITH
GOAL ORIENTED SMART LOYAL GOOD COMMUNICATOR
OPTIMISTIC GOOD ATTITUDE NEAT LIKES EVERYONE
NEVER QUILTS OPEN MINDED FUNNY ORGANIZED
A LEADER PROBLEM SOLVER HAPPY LIKED BY ALL
POSITIVE OUT GOING QUIET LIKES TO TALK**

**-LIST 3 REFERENCES W/ PHONE NUMBER AND E-MAIL ADDRESS, ONE
MUST BE FROM YOUR SCHOOL OR FORMER EMPLOYER, ONE SHOULD
BE A FORMER/CURRENT EMPLOYER/TRAINER OR STABLE OWNER YOU
HAVE WORKED WITH AND ONE SHOULD BE A CLOSE PERSONAL
FRIEND OR FAMILY MEMBER)**

**PLEASE WRITE AN ESSAY (500 WORDS) AS TO WHY YOU WANT TO
COME TO WORK AT THE SECOND WIND ADOPTION PROGRAM AND**

- _____ WORKING W/ CUSTOMERS, SALES ABILITY
- _____ CUSTOMER SERVICE
- _____ TRAINING SKILLS
- _____ TEACHING, COACHING, COUNSELING SKILLS
- _____ ATTENTION TO DETAIL
- _____ LEADERSHIP/MOTIVATIONAL SKILLS
- _____ KEEPS OWNER/TEAM MEMBERS INFORMED
- _____ SEEKS TO IMPROVE
- _____ POLITENESS/COURTESY/TACT/BEARING
- _____ SELFLESS SERVICE, SENSE OF DUTY
- _____ EARNS RESPECT
- _____ COURAGE
- _____ CONFIDENT
- _____ RESPECTFUL
- _____ CAN LEAD OR FOLLOW
- _____ ABILITY TO WORK AS A TEAM
- _____ TENACITY (DOESN'T QUIT)
- _____ PLANNING/COORDINATING CAPABILITIES
- _____ IMPLEMENTING CAPABILITIES
- _____ CONVEYS THOUGHTS CLEARLY
- _____ SEEKS ADDITIONAL RESPONSIBILITIES
- _____ ALWAYS SEEKS IMPROVEMENT
- _____ SUPPORTS EQUAL OPPORTUNITY
- _____ MAKES WORK FUN FOR TEAM/STUDENTS
- _____ CALM UNDER PRESSURE
- _____ DEMONSTRATES SOUND JUDGMENT
- _____ LOGICAL & CREATIVE PROBLEM SOLVING
- _____ MAXIMIZES USE OF RESOURCES
- _____ SELECTS APPROPRIATE COURSES OF ACTION
- _____ SETS THE EXAMPLE
- _____ USES EVALUATIONS IN ORDER TO IMPROVE
- _____ DEVELOPS AN EFFECTIVE, DISCIPLINED, COHESIVE TEAM BUILT ON TRUST, RESPECT & CONFIDENCE

TECHNICAL/JOB SKILLS (CHECK ALL THE THINGS YOU CAN DO NOW OR HAVE EXPERIENCE DOING)

- _____ SHOWING
- _____ TRAINING
- _____ GIVING RIDING CLASSES
- _____ ASSISTING VET
- _____ ASSISTING FARRIER
- _____ BREEDING
- _____ REPAIRS
- _____ MAINTENANCE
- _____ TRANSPORT W/TRAILER

- GROOMING
- HEALTH/NUTRITION
- BARN MANAGEMENT
- ADMINISTRATIVE
- OPERATIONAL
- LOGISTICAL DUTIES
- EVENTS PLANNING
- MARKETING
- ADVERTISING
- ADOPTION
- RESCUE
- CARE OF HORSES
- CLIPPING
- BREAKING/TRAINING
- DRIVING
- DRESSAGE
- HUNTER/JUMPER
- SADDLE SEAT
- STOCK SEAT

I HAVE READ THE RULES OF OUR STABLE AND THE RULES FOR INTERNS/EMPLOYEES AND VOLUNTEERS AND WILL CHEERFULLY ABIDE BY THEM AND WILL WORK HARD TO DO THE RIGHT THING FOR THE ANIMALS IN MY CARE. I WILL BE KIND AND CONSIDERATE TO ALL ANIMALS AND PEOPLE I WORK WITH. I UNDERSTAND THAT THE MAJOR RULE IS THAT NO ONE GETS HURT AND NO HORSES EVER GET HURT. I UNDERSTAND THAT I AM HERE BECAUSE THE HORSES NEED ME TO HELP THEM AND I PROMISE TO DO MY BEST.

SIGNATURE _____

Mail your application and Liability statement to the address listed above or fax it to 304-873-3121 and make a follow up call to SWAP to make sure we have received your application. Good Luck!!