

**The Organization:**

Horse Council of BC (HCBC) is a non-profit member service organization committed to working together on behalf of our nearly 25,000 members. Representing horse enthusiasts in BC, we collaborate with individuals, businesses, industry professionals, and government to strengthen participation, communication, education and safety. We strive to preserve and enhance equestrian use of public lands and promote and foster participation in all varieties of equine activities while safe guarding and improving the welfare of the horse.

**Position: Recreation Coordinator and Trail Advocate**

**Type:** Permanent Full-time

**Responsible to:** Executive Director

**Post Date:** April 20, 2016

**Application Deadline:** May 3, 2016

**Salary:** Commensurate with qualifications and experience

Recreational riding or driving consists of equine activities primarily of a non-competitive nature in an urban, rural or backcountry setting. Whether as a social activity, for environmental appreciation or pure pleasure all BC riders are involved in this kind of activity at one time or another. Preservation and access to trails and community facilities is of great importance to all equestrian in BC. HCBC together with partner organizations provide guidelines, support, and resources to members interested in building and maintaining the trail systems in BC, access to public riding grounds, and encouraging participation in recreational riding.

This position will be responsible for developing and administering recreational programing; developing capacity for advocacy with all levels of governments in BC in partnership with member organizations and other stakeholders and supporting their work for equestrians in BC. The recreation position will support committee work and perform administrative work to maintain existing programs. This will normally be a five day per week position in the Aldergrove office.

**Core Values:** To work together to serve the interests of our members in a positive collaborative way. While being responsible, respectful, positive, creative, accountable and competent.

**Primary Responsibilities will include the following:**

- Develop effective partnerships with government regarding trail retention and expansion and use of public land.
- Work with local clubs to build capacity for advocacy and partnerships with local governments to preserve the "Right to the Equine Experience" in their communities.
- Develop effective networks with our current partners (affiliates) to maximize our impact on influencing government.



- Producing budgets, plans and reporting for recreation department.
- Develop recreational content for HCBC education material, newsletters, magazine, and third party publications.
- Plan and attend educational events that support the strategic priorities of the organization including maintaining and enhancing equestrian access and use of public lands and participation in non-competitive equestrian activities.
- Correspondences related to recreational programs and land use issues.
- Organizing and attending recreation or HCBC meetings and recording of meeting minutes.
- Presenting the HCBC recreation programs to groups and other stakeholders.
- Produce and maintain recreation website content.
- Administer members recreational and safety programs.
- Plan, facilitate, and oversee various workshops and events related to trails and recreation riding.
- Occasional travel, evening and weekends work is required.
- Working trade fares and events and membership support and service as required.

**The Ideal Candidate will possess the following skills and attributes:**

- Experience in government advocacy at the community, regional or provincial level is required.
- Strong communication skills, both verbal and written.
- Strong computer skills in the Microsoft Office environment.
- Creative thinker, outgoing, capable and a strong team player.
- Responsible, detail oriented, and able to see projects to a successful end on time.
- Organized and able to problem solve effectively and work with minimum supervision.
- Event planning experience an asset.
- Horse industry experience an asset.
- Knowledge of long-term athlete development planning an asset.
- Knowledge of Adobe Creative Suite an asset.
- Knowledge of recreation trail use and public land management systems required.
- Post-secondary education or previous equivalent job experience required.

If you are qualified and interested, please send your resume and cover letter to the attention of: Horse Council BC HR Department, 27336 Fraser Highway, Aldergrove, BC V4W 3N5 (by mail) or to [administration@hcbc.ca](mailto:administration@hcbc.ca) (by e-mail). More information about Horse Council BC may be found on our website [www.hcbc.ca](http://www.hcbc.ca)