



Internship – Volunteer & Outreach Management

Supervisor: Annie Martin
Status: College Credit Internship

About the Kentucky Horse Park:

The Kentucky Horse Park (KHP) is a working horse farm, equine competition facility and an educational theme park. The Commonwealth of Kentucky acquired the property in 1972 for \$2.7 million and opened in 1978 as the world's only park dedicated to celebrating man's relationship with the horse. Over 800,000 visitors from all over the world come to the park annually. Visitors get to meet over 40 different breeds of horses on 1,200 acres of majestic bluegrass land, ride on a horse drawn trolley tours and attend shows at the Hall of Champions, Breeds Barn and Kids' Barns. Visitors can wind through the International Museum of the Horse and even watch a demonstration at the Farrier Shop.

Position Overview & Responsibilities:

The intern will assist the Volunteer & Outreach Manager with recruitment, placement and management of the Kentucky Horse Park Volunteers, and provide support and leadership for daily activities and events.

- Update and maintain the Policies/Procedures Manual and Volunteer/Internship Manual.
- Assist with volunteer orientation, trainings and tours to new volunteers.
- Build volunteer and intern database.
- Assist in planning process for volunteer socials and events.
- Provide support for KHP and KHPF events including: Run/Walk Club, XC Schooling Days, KHP Family Nights, Campground Events, Youth Riding Camps, Junior League Horse Show, Breyerfest, Hats Off Day, MOW 5K, High Hope, Battle in the Saddle, Hallowinny, Southern Lights
- Provide guest support at the International Museum of the Horse information desk.
- Attend volunteer assignment shifts as part of training.
- Assist in writing and editing the quarterly volunteer newsletter.
- Provide high quality customer service to the local, national and international guests of the park.
- Serve as a source of information for all of the activities and programs of the park.
- Assist in organizing volunteer shifts at the KHP.
- Other duties as assigned.

Requirements:

- Must be enrolled as a student of a college or university, with a GPA of 2.5 or above.
- Complete State of Kentucky Co-Op/Intern Application and Academic Credit Agreement.
- Complete KHP Internship Application and Waiver at kyhorsepark.com
- Attend an interview, orientation and tour.
- Must complete 160 hours over an 8 week period.
- Record all internship hours using VicNet database.
- Volunteer for a minimum of 3 KHP special events.
- Complete a midterm and final survey and evaluation.
- Weekly meetings with KHP Internship Manager.

For questions, contact:

Annie Martin
Volunteer & Outreach Manager
(859)259-4267