

# Ivey Ranch Park Association, Inc.

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110 Rancho Del Oro Road - Oceanside, CA 92057 – (760) 722-IVEY – (760) 722-4839  
(760) 722-6598 Fax – [www.iveyranch.com](http://www.iveyranch.com) - [iveyranch@yahoo.com](mailto:iveyranch@yahoo.com)

Thank you for your interest in our summer internship program. Ivey Ranch Park Association is happy to offer summer internships to students and adults and provide a fun and unforgettable work experience inclusive of children, horses, and service learning practicum. Positions will assist during our Horse Camp which will be held June 25–August 3, 2018; 4, 1-week sessions, from 9AM-5PM, Monday - Friday. We will also have positions available to assist with our ½ day camp held June 25-29 and July 30-August 3, 2018; 2, 1-week sessions, from 9AM – 12PM.

Positions are limited to 15 interns a week and applicants must be at least 14 years of age by June 22, 2018. Interns can assist 1 week – up to 4 weeks but also **must be available for Intern Training June 20<sup>th</sup> from 9AM-12PM.**

Interns will be assisting with camp attendees ages 7-17, special needs and able-bodied alike. Interns will be assisting in a variety of roles including, but not limited to, grooming, tacking, and leading horses during class, assisting in humane education, feeding and watering horses, basic vet care, stable management, and assisting instructors during riding and vaulting classes. Training will be provided for all positions so interns can be moved between programming when needed. Interns will need to bring their lunch during the internship period as well as snacks for breaks they will have throughout the day.

Interns will be provided a Certificate of Recognition for the community service hours they provide as well as a nomination for the President's Volunteer Service Award (based on age and number of hours of service provided). Their Certificate of Recognition will be mailed to them the first week in September. Also, interns may accrue \$100 scholarships towards horseback riding instruction for each week of full-time service.

Please find attached the application and recommendations to complete for an internship position. If you are a returning Intern you need only complete the application – recommendations are not required. Applications are to be completed by the Intern applicant and recommendations are not to be completed by family members. Application and recommendations (if required) are to be **RECEIVED NO LATER THAN FRIDAY, JUNE 1, 2018.** Internships are awarded through a competitive basis and a completed application does not guarantee a position. All applicants will receive notification of acceptance or denial via e-mail by 6/8/2018.

Please feel free to contact our office if you have any questions. Thank you again for your interest - we look forward to receiving your completed application and recommendations before June 1<sup>st</sup>!

Sincerely,

*Tonya Danielly*

Tonya Danielly  
Executive Director

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## Summer 2018 Internship Application

Name:

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Address (home):

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City, State, Zip Code:

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Home Telephone:

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Cell Phone:

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E-Mail:

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Name / Address of School:

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Major (If Applicable)

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Age as of June 22, 2018 (if under 18) and Grade Level:

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Why do you want to participate in the Summer Internship Program at Ivey Ranch Park Association?

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What do you hope to take away from your internship?

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Sessions begin the week of 6/25/18 and conclude the week of 7/30/18. Please indicate what session(s) you will be available. Session(s) available \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Please note 6/25 & 7/30 sessions are 9AM-12PM only)

Ability, Leadership and Skills Assessment

List the names of groups or clubs that you have been associated with:

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Awards or Honors received:

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Public speaking experience:

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Teaching or leadership experience:

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Horse handling or riding experience:

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List family pets and animal experience:

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**Name, address, and phone number of the references that completed the attached recommendation forms:**

**Recommendation forms must be forwarded (fax, e-mail or standard mail) from the reference themselves. Internship Applicants are not to send references as part of their application nor can family members complete a reference. Recommendation forms must be returned by the due date of June 1, 2018 to be considered. Late forms will not be considered. Applicants will be notified via e-mail by June 8, 2018 of their acceptance or denial for program participation.**

1) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Relationship \_\_\_\_\_ Time known \_\_\_\_\_

2) Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Relationship \_\_\_\_\_ Time known \_\_\_\_\_

**Please send completed application to:  
Ivey Ranch Park Association  
Attn: Tonya Danielly, Executive Director  
110 Rancho del Oro Drive  
Oceanside, CA 92057  
Fax: (760) 722-6598  
[iveyranch@yahoo.com](mailto:iveyranch@yahoo.com)**

**JOB TITLE:                    Ground Training Assistant**

**NUMBER OF POSITIONS AVAILABLE: 6 each week**

**POSITION ESSENTIAL FUNCTIONS**

- Oversee horse feeding, cleaning, and housing requirements
- Assist with tack cleaning, maintenance, and storage
- Assist with horse grooming and exercise
- Light housekeeping throughout horse housing area
- Various jobs as directed

**QUALIFICATIONS**

- Good listener who follows directions
- Enjoys caring for and working with horses
- Experience working around horses preferred

**TRAINING TO BE PROVIDED**

Orientation by Riding Instructor

**BENEFITS FOR THE INTERN**

- Exposure to routine horse care – feeding, medicating, cleaning, and housing
- Position may help in deciding whether intern wants to pursue a career in equine or stable management, veterinary or vet technician

**POSITION TITLE:        Riding Instructor's Assistant**

**NUMBER OF POSITIONS AVAILABLE: 9 each week**

**POSITION ESSENTIAL FUNCTIONS**

- One to one horse handling with beginning rider
- Assist with mounting, leading, and dismounting a rider and their horse
- Assist with tacking, un-tacking, and stabling a horse

**QUALIFICATIONS**

- Outstanding listener who follows directions
- Enjoys working with horses and their riders
- Ability to walk a horse for 20-40 minutes, every hour, for up to six hours
- Experience working around horses highly preferred

**TRAINING TO BE PROVIDED**

Orientation by Riding Instructor

**BENEFITS FOR THE INTERN**

- Exposure to riding instruction, equitation, and advanced horse handling
- Position may help in deciding whether intern wants to pursue a career in teaching, special needs advocacy, nursing, psychology and sociology