



## Volunteer Management Internship

**Supervisor:** Annie Hickey, Volunteer & Outreach Manager  
**Status:** Unpaid, 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. The KHP is visited by approximately one million visitors annually from all over the world. Visitors can see more than 40 different breeds of horses, on 1,200 acres of majestic bluegrass land, ride horse drawn trolley tours and attend shows at the Hall of Champions, Horses of the World and Kids' Barns. They 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 volunteer program, and provided support and leadership at daily activities and events.

- Update and maintain the Policies and Procedures manual and Internship Manual.
- Provide orientation, trainings and tours to new volunteers.
- Build volunteer and intern photo database.
- Assist in planning process for volunteer socials and events.
- Provide support at Cross Country Schooling, Hands-on Trainings, Battle in the Saddle, Run Club, Southern Lights Stroll 5k and Southern Lights Festival.
- Provide guest support at the International Museum of the Horse information desk.
- Attend volunteer assignment shifts as part of training.
- Help write and edit 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.
- Complete online internship application, waiver and background check.
- Provide a cover letter and resume.
- Attend an interview, orientation and tour.
- Basic equine skills and knowledge about horses preferred.
- Excellent communication, customer service and interpersonal skills.
- Strong time-management skills.
- Send cover letter and resume to [annie.hickey@ky.gov](mailto:annie.hickey@ky.gov)

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