

## **HARNESS HORSE YOUTH FOUNDATION Summer Internship – General Information**

The Harness Horse Youth Foundation (HHYF) is a not-for-profit organization whose mission is to provide educational experiences to young people about harness horses and Standardbreds. Part of the activities of HHYF are summer camp programs which include 1-day and multi-day events which take place in the Midwest and Eastern United States.

As a summer employee, you will be expected to participate in all facets of the camp process. From registration to barn work to extracurricular activities, your enthusiasm, willingness to get involved, and to interact with the kids and horses are extremely important in making each camp a success, both from the participants' perspective as well as the organization's. Responsibilities may include planning routes, setting up and tearing down of stable, stable management duties like scheduling farrier and ordering feed, organizing horse-related race night activities, assisting with jogging during camps, exercising the horses on off days, following HHYF safety procedures at all times, and other assistant duties as needed.

If hired, you will not have a regular schedule nor days off. Given the camp format and the regular responsibilities of caring for horses, the job is continuous throughout the duration of employment. Of course, there will be time to do laundry and other basic tasks but actual free time is very limited. Days are long and hot, nights are hectic, and the work is fun but intense. On travel days, you will be driving many hours to reach our next destination in time to set up and start the process again.

Compensation will be discussed upon interview.

Approximate length of employment – June 1 to August 15.

HHYF summer employment is unique in that offers different aspects depending on your experience. If you are involved in harness racing currently, it offers the chance to see several racetracks and network with various people from horsemen to management personnel. If you have horse experience but not necessarily with harness racing, it offers the chance to learn about a totally new discipline as well as be exposed to possible career opportunities. As with any "internship" and no matter what your prior experience, you are bound to learn new things, will travel to interesting places, and have the opportunity to grow in your areas of interest.

If hired, you will need to submit your social security number so that a background check may be conducted. If the background check comes back with no areas of concern, you will then be "officially" hired to assist with HHYF camp programs for the summer!

Deadline for applications is February 15. Every effort will be made to complete the hiring process no later than March 15.

Return this form and related information to: Harness Horse Youth Foundation  
217 E Main Street, Sudlersville MD 21668  
317-908-0029; [ellen@hhyf.org](mailto:ellen@hhyf.org)

**HARNESS HORSE YOUTH FOUNDATION**  
**Summer Employment Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_

Email \_\_\_\_\_ Date of birth \_\_\_\_\_ Gender \_\_\_\_\_

Are you currently licensed by any harness racing commissions? Yes      No  
If so, please list state(s) and license numbers.

Are you prevented from lawfully becoming employed in the US because of VISA or immigration status? Yes      No  
(Proof of immigration status will be required upon employment.)

Have you been convicted or pleaded guilty to a crime or other offense? Yes      No  
(If yes, please explain.)

Are you currently on parole, work release program, conditional release or serving weekend sentence as a result of a conviction or guilty plea? Yes      No  
(If yes, please explain.)

Please provide past five (5) employers including names, contact information, and years worked.

Please provide educational background including both formal instruction at college or university and on-the-job training if any.

Please provide details of any experience with young people including teaching, coaching, mentoring, etc.

Please provide a brief summary of your experiences with horses.

Please attach a copy of your resume and include three references with contact information.

**HARNES HORSE YOUTH FOUNDATION**  
**Statement of Understanding**

Please read the following statements carefully, as they represent matters of importance to both you and Harness Horse Youth Foundation in connection with this application for employment.

I understand that and agree that:

1. The information I have provided on this application is accurate to the best of my knowledge. Any misrepresentation or deliberate omission of any fact in my application, resume or any other materials will be justification for refusal of employment, or if employed, termination from Harness Horse Youth Foundation employment.
2. All job offers are conditional and may be contingent upon the successful completion of a preplacement substance abuse test (urinalysis), preplacement physical evaluation and preplacement background check.
3. Prior to commencement of any employment, I will comply with the 1986 Immigration Reform and Control Act by providing appropriate documents establishing my identity and employment authorization for Harness Horse Youth Foundation review and completing th US government Employment Eligibility Verification form.
4. Employment at Harness Horse Youth Foundation is at-will. This means that if Harness Horse Youth Foundation offers me employment and I accept the offer, they may terminate my employment at any time for any reason with or without notice. No statement to the contrary is binding on Harness Horse Youth Foundation unless it is in writing and signed by an authorized Harness Horse Youth Foundation executive.

Signed:

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Date:

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