

Central Kentucky Riding for Hope, Inc. Therapeutic Riding Center

Job Description

Job Title: Part-Time Instructor
Reports to: Therapeutic Programming Coordinator
Hours: PRN
Salary: \$15/hour
Reviewed: May 2019; Verbiage updated November 2020

Overview:

Responsible for teaching sessions as scheduled Monday through Saturday while ensuring the safety of riders, volunteers, staff, and other participants of the program. Maintain a cooperative working relationship with other staff, volunteers and participants. Assists with CKRH events and activities as available.

Scope of Responsibility:

Operates under general supervision with latitude for independent judgment and actions on routine matters only. May make suggestions and recommendations to immediate supervisor or Executive Director within scope of this position.

Typical Job Duties:

Administrative Responsibilities

(Therapeutic activities include therapeutic riding, driving, assigned summer programs and competitions.)

- Maintain electronic and paper files for assigned therapeutic riding participants.

Instructor Responsibilities

- Develop goals (annually or per session) for each participant taught based on input from parents, therapists, and other appropriate venues.
- Implement these goals through lesson objectives and content.
- Record lesson objectives and progress through measurable means and summarize progress at session end.
- Communicate with families regarding goals, objectives and other routine matters.
- Maintain PATH Intl. Instructor Certification including continuing education.
- Maintain CPR and First Aid certification.
- Instruct as a substitute as needed.
- Act as the certified PATH Intl. instructor during sessions if available; such as Hippotherapy sessions and equine assisted growth and learning sessions.

Volunteer Responsibilities

- Manage volunteers directly involved in sessions taught to ensure safe, quality sessions.
- Participate in volunteer trainings as available. New employees must attend one orientation at onset of employment
- Participate in volunteer recognition activities.

Horse Care and Facilities Responsibilities

- Ensure that assigned program horses are suitable, brought in and prepared for use in scheduled sessions. Report to Equine Care Manager when changes need to occur.
- Ensure that equipment is properly pulled, applied and fitted to program horses assigned to lessons prior to lesson start.
- Ensure that equipment is properly removed and stored after lesson.
- Ensure that horses are properly cared for after lessons.
- Maintain equipment, tack and facilities in a manner that protects and preserves the quality of each.
- Participate in the daily care, cleaning and organization of the facility.

General Responsibilities

- Adhere to standards and procedures as outlined by CKRH.
- Adhere to PATH, Intl. standards and guidelines.
- Attend instructor meetings.
- Participate in special events as available- Night of the Stars, Trail Ride & Tack Sale, etc as able.
- Serve as an ambassador for Central Kentucky Riding for Hope.

DESIRED QUALIFICATIONS

Education: High School Diploma or GED; PATH Certified Therapeutic Riding Instructor (CTRI), at minimum.

Experience and Knowledge: Recommended six months experience (in any capacity) with a therapeutic riding facility. General knowledge and experience with horses/horse care.

Skills and Abilities: Ability to lift up to 60 pounds and perform hard physical labor for duration of lesson period. Must be a U.S. citizen or possess a valid resident/work permit and maintain a current Kentucky State driver's license.

FRINGE BENEFITS/OTHER: This position is a part-time position.

We are an equal opportunity employer

Central Kentucky Riding for Hope, Inc. Therapeutic Riding Center

Instructor Role(s) within Special Events

Night of the Stars

- Assist with photo shoots and rehearsals; Assist with preparation of the tack packing list; Assist with participant related activities on the day of the event as assigned/necessary.

Therapeutic Summer Activities

- Teach therapeutic horsemanship lessons – mounted or unmounted for summer programming (Horseability, I-Ride, Flying Y).

Paul Frazer, Pony Club Rally & Special Olympics

- Assist with activities related to CKRH participants.

Tack Sale and Trail Ride

- Assist in the preparation and clean up of the tack sale; assist other staff members in maintaining tack storage in an organized manor; assist other staff members in retrieving and checking in donated items as needed.
- Pricing and organization of items as assigned.

Cleaning and Facility Maintenance

- Assist other staff members to maintain the program room, conference room and storage areas in a clean and organized condition; maintain the tack room in a clean and organized manor; along with other staff members launder saddle pads and towels; along with other staff members maintain barn aisles, grooming bays, arena walkway and stalls.

Sales-Force

- Data entry of participant progress and attendance notes.