

Central Kentucky Riding for Hope, Inc.

Therapeutic Riding Center

Job Description

Job Title: Full Time Instructor
Reports to: Program Manager
Hours: 40 + Hours/week
Salary: DOE
Reviewed: August 2021

Overview:

Responsible for teaching as scheduled while ensuring the safety of riders, volunteers, staff, and other participants of the program. Responsible for day-to-day oversight of equine assisted service activities which includes therapeutic riding and assigned summer programs. In collaboration with the Program Manager is responsible for assisting in the coordination of equine assisted services. Maintain a cooperative working relationship with staff, volunteers and participants. Assists with all CKRH events and activities as needed.

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:

Oversight of Equine Assisted Services activities and Administrative Responsibilities

- In coordination with Program Manager, network within the community and research new areas to provide therapeutic riding services.
- Write curriculum for new programs as assigned
- Assist with documentation of all policies and procedures that affect therapeutic riding program and overall programming if needed.
- In coordination with Program Manager and Volunteer, Events & Media Manager, plan, organize and implement instructor workshops, certification and community education
- Submit written recommendation for tack and equipment needs to the Program Manager

Instructor Responsibilities

- Develop goals annually for each participant taught based on input from parents, therapists, and other appropriate venues and implement these goals through session objectives and content.
- Record session objectives and progress through measurable means and summarize progress at session end.
- Maintain PATH Intl. Certified Therapeutic Riding Instructor (CTRI) certification, including required continuing education.
- Maintain CPR and First Aid certification.
- Instruct as a substitute if needed.
- Act as the certified PATH Intl. instructor during sessions as needed, such as Hippotherapy sessions and equine assisted growth and learning sessions.

Volunteer Responsibilities

- Manage volunteers directly involved in sessions ensuring safe, quality sessions
- Participate in volunteer trainings as Co-Lead if a CTRI is needed.
- Work with the Volunteer, Marketing and Media Manager to evaluate and improve volunteer trainings.
- Participate in Horse Handling Clinics as well as other equine related educational opportunities for volunteers as requested by Equine Manager/Trainer.
- Participate in volunteer recognition activities.

Horse Care and Facilities Responsibilities

- On assigned days, ensure that all program horses are suitable, brought in and prepared for usage in scheduled sessions and other programs. Report to Equine Manager when changes need to occur.
- Ensure that equipment is pulled, applied and fitted to program horses assigned to lessons prior to lesson start. Report to Program Manager when repair or changes need to occur.
- Maintain all equipment, tack and facilities in a manner that protects and preserves the quality of each.
- Ensure tack and tack rooms are well maintained and organized.

General Responsibilities

- Adhere to standards and procedures as outlined by CKRH.
- Adhere to PATH, Intl. standards and guidelines.
- Conduct public relations presentations and on-site public relations interviews as assigned.
- Write articles with a TR focus for the newsletter and other publications as requested.
- Attend program meetings.
- Participate in special events as required - demo events, Night of the Stars, Tack Sale and other events as needed.
- Adhere to budgetary constraints of the program.
- Serve as an ambassador for Central Kentucky Riding for Hope.
- Participate in sessions as needed when volunteer or instructor shortage occurs.
- Perform the role of CKRH safety coordinator as assigned.
- Other duties as requested.

DESIRED QUALIFICATIONS

Education: PATH Intl. CTRI level instructor, at minimum. Advanced PATH Intl. certified instructor preferred.

Experience and Knowledge: One year of experience with a therapeutic riding facility preferred. Proven experience as a teacher/trainer or coach of people. General knowledge and experience with horses/horse care.

Skills and Abilities: Highly organized and detail oriented; Excellent communication skills, written and oral; People management and training skills; Ability to work both independently and with others; Basic computer skills; Self-motivated and able to manage time. Ability to lift up to 60 pounds rarely, 20 pounds occasionally, and perform physical labor for up to eight hours daily is required; Must be able to operate facility vehicles and equipment; Ability to work in collaboration with others. 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 full-time position, which offers salary. Other benefits include paid holidays annually as well as vacation and sick leave in accordance with personnel policies. New employees are eligible for paid medical as outlined in the employee manual.

We are an equal opportunity employer

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Specified Duties and Responsibilities

Night of the Stars

- Assist with creation of participant bios; Assist with photography/videography prior to event; Ownership of the parent area including set up and organization of supplies etc., planning of activities for family members during the evening; Assist with any task related to participants and horses as requested and assigned on STARS work list.

Therapeutic Summer Activities

- Responsible for the teaching and administration of therapeutic activities during the summer, ie. traditional therapeutic riding, crafts, etc.

Tack Sale

- Assist in the preparation and clean-up of the tack sale donations; 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.

Demos

- As needed organize participant activities, horse preparation and handling.

Cleaning and Facility Maintenance

- Participate as a team member in all facility projects as assigned; 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 isles, grooming bays, arena walkway and stalls.

Salesforce

- Data entry of participant progress and attendance notes