

Central Kentucky Riding for Hope, Inc. Therapeutic Riding Center

Job Description

Job Title: STABLES Horsemanship Instructor
Reports to: Program Manager
Salary: DOE
Hours: 40 + Hrs/week
Reviewed: 7/20/2020; Verbiage updated 1/2021; Updated 7/2021

Overview:

Primary responsibility for instructing STABLES students during public school hours. Teach therapeutic horsemanship and special programs as needed during the school year and summer. Ensure the safety of students, volunteers, staff, and other participants of the program. Maintain a cooperative working relationship with other staff, volunteers and participants. Assists with CKRH special events and activities as requested.

Scope of Responsibility:

Operates under general supervision with latitude for independent judgment and actions on routine matters only. Encouraged to make suggestions and recommendations to Executive Director and Program Manager relative to responsibilities, roles and activities within the scope of this position.

Typical Job Duties:

STABLES Program Responsibilities

- Develop relevant curriculum for both the equine studies and career readiness programs.
- Collaborate with FCPS instructional staff and CKRH Program Manager and Equine Manager (as needed) to coordinate daily equine lesson plans for each student.
- Teach resilience and life skills such as emotional regulation, communication and problem identification/resolution through evidence-based horsemanship activities and daily equine care responsibilities.
- Teach industry relevant equine studies programming in accordance with state agriculture education mandates.
- Ensure CKRH documentation is collected and filed appropriately.
- Facilitate integration of CKRH in the career readiness of the STABLES students.
- Serve as liaison between CKRH staff and FCPS staff when needed.

Instructor Responsibilities

- Develop goals for each participant taught based on input from parents, therapists, teachers, and other appropriate venues and implement these goals through session objectives and content.
- Record term objectives and progress through measurable means and summarize progress at term end.
- Maintain PATH Intl. Certified Therapeutic Riding Instructor (CTRI) certification, including required continuing education.
- Maintain CPR and First Aid certification.
- Maintain competence with completion of basic mounting, dismounting and emergency procedures.
- Instruct as a substitute as needed
- Maintain the following documentation for all activities under your supervision: horse usage, participant/student attendance, instructor lesson plans and all other documentation required for center to maintain PATH premier accreditation.

General Responsibilities

- Teach lessons as assigned.
- 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 for the newsletter and other publications as requested.
- Attend program meetings.
- Engage during special events -demo events, Night of the Stars, Trail Ride & Tack Sale and other events as needed (see Specified Duties and Responsibilities)
- Participate in sessions as needed when volunteer shortage occurs.
- Adhere to budgetary constraints of the program.
- Perform the duties of Safety Coordinator as assigned.
- Other duties as requested.
- Serve as an ambassador for Central Kentucky Riding for Hope.

DESIRED QUALIFICATIONS

Education: Candidates must hold at least a bachelor's degree (Master's degree preferred) in education, social work, or a behavioral science that includes hours in human development, human behavior, child and adolescent development, family intervention techniques, therapeutic techniques.

Experience and Knowledge: Candidates must possess knowledge and 10+ years' experience in equine husbandry and horsemanship training techniques. Most importantly candidates **MUST** possess a passion combined with experience for working with at-risk youth.

Skills and Abilities: Highly organized and detail oriented; Excellent communication skills -- written and oral; Strong leadership and teaching skills; Ability to work both independently and as part of a team; Basic computer skills; Self-motivated and able to manage time. Ability to lift up to 50 lbs rarely, up to 20 lbs occasionally and perform physical labor for up to eight hours daily is required; Must be able to legally operate facility vehicles, equipment; 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 outline in the employee manual.

We are an equal opportunity employer

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Specified Duties and Responsibilities

Volunteer Orientations

- Co-lead volunteer orientations as needed with Volunteer Coordinator or other leadership staff. Assist in training and selecting volunteers based on skill demonstration during the hands on aspects of the orientation

PATH, Intl Workshops and Trainings

- Serve as liaison between participants and CKRH staff as needed during special events

Night Of the Stars

- Assistance with pre-event filming and photography as needed; Day of support for participants

Summer Programming

- Assistance with summer program planning; This position typically leads the summer At-Risk Youth programming (IRIDE/Flying Y)

Tack Sale

- Assist in preparation of tack and clean-up of the barn/arena; Organize Stables student engagement in tack sale donation organization.
- Price items as assigned

Keeneland, Minis on the Move, Demos

- Assist with participant and equine safety as needed
- Support Stables students assigned to special events as needed

SalesForce

- Data entry of Stables student liability and emergency information
- Data entry of participant progress and attendance notes.