

Stable Hands Riding Instructor

Summary

The Riding Instructor's (RI) primary duty is to provide Stable Hands with a quality instructional component to all program areas. The RI reports to the Program Manager and works closely with the Lead Instructor, Volunteer Coordinator, Volunteers & Horse Care Manager.

Job Responsibilities

1. Develop and implement a riding instructional program in accordance with PATH standards and Stable Hands' policies and procedures.
2. Develop lesson plans and conduct rider appropriate equine activities. Evaluate effectiveness of lesson plans and modify as indicated. Complete and file lesson plan with appropriate notes within 48 hours of end of the lesson.
3. Maintain participant records making sure required forms and documentation are complete and maintained according to the Professional Association of Therapeutic Horsemanship (PATH) standards, Stable Hands' procedures, and meet the requirements of funding agencies. Complete end of session participant evaluations.
4. Develop and maintain positive volunteer relationships through daily interactions and engaging in volunteer training
5. Primary contact with rider and/or rider's caregiver while in session.
6. Select and care for equipment.
7. Provides end of session statistics such as: summary of horse use, daily attendance for riders, etc.
8. Develop and maintain safety procedures. Conduct safety inspection of all tack and equipment for participant prior to each lesson.
9. Determine discharge of participant with instructional team.
10. Carry out conditioning and schooling of all program horses and complete documentation for each horse.
11. Abide by and adhere to the PATH Intl Code of Ethics.
12. Other Duties include:
 - Assist LI with daily readiness assessment.
 - Assist LI with daily set-up.
 - Assist LI with overseeing horse warm-up.
 - Assist LI with daily close-down.
 - Assist LI with horse feed & health checks.
 - Onsite prior to start of first lesson at time designated by the LI.

Qualifications

Experience

- Possess current PATH Instructor certification or be working towards it
- Must have experience with horses and riding instruction.

Knowledge, Skills, and Abilities

- Experience working with individuals with special needs and disabilities.
- Excellent communication and interpersonal skills.
- Ability to manage records and reports on the computer through email, DropBox, etc and experience with Microsoft Office software.
- Ability to work cooperatively and effectively with others
- Possess an extensive knowledge of safety procedures related to equine assisted activities and therapy.
- Ability to comprehend sensitive situations and effectively maintain confidentiality
- Ability to maintain accurate and confidential records
- Possession of a current Driver's License and proof of current motor vehicle insurance