INSTRUCTOR Position Description

Job Title: Instructor

Reports to: Program Director

Supervises: Participants, Lesson Volunteers, Team Leaders, and Barn Volunteers

Objective: The objective of the Instructor is to provide mounted and unmounted equine-assisted activities to EQUI-KIDS Therapeutic Riding Program participants and further the program outreach within the community.

Benefits: This is a part-time, non-exempt position. This position is eligible for AFLAC benefits and participation in the company's Simple IRA. This role may also be combined with a current full time position and additional benefits would be available as outlined in the Employee Handbook.

Qualifications:
- Must have a current instructor certification through PATH Intl. at all times
- Must have a current First Aid/CPR/AED certification at all times
- Requires a minimum of three (3) years of instructional experience or internship
- History of ability to work with diverse groups of people to create a professional environment
- Knowledge of the benefits of therapeutic horsemanship, therapeutic riding, and other equine-assisted activities for individuals with special needs
- Ability to supervise individuals working in the program (Lesson Volunteers, Team Leaders, and Barn Volunteers)
- Good interpersonal and public communication skills (in person, phone, written, and electronic)
- Excellent organizational skills, communication skills, strong leadership skills, strong analytical abilities, problem-solving abilities, and detail oriented
- Self-motivated and independent worker with appreciation for being part of a collaborative team
- Must have reliable transportation and maintain a current Virginia driver’s license
- Willingness to further education through workshops, clinics and related seminars

Eligibility:
- Must be eighteen (18) years of age or older
- A U.S. citizen, national, or legal permanent resident alien of the U.S.
Requirements:
- Standing, bending, using hands to handle, control, or feel objects, tools, or controls, repetitive movement, walking, working outdoors, lifting a minimum of 50 Lbs., working around horses/ large animals

Responsibilities:
- Uphold EQUI-KIDS policies and procedures and remain in compliance with all PATH Intl. Standards and Ethics
- Represent EQUI-KIDS in a professional manner, working to forward the mission
- Provide lesson instruction in a safe, nurturing environment
- Plan equine-assisted activities through weekly lesson plans, including therapeutic riding and horsemanship activities in accordance with the participants knowledge, skills, and abilities
- Maintain participant profiles, ensuring information is up to date and accurate
- Maintain progress notes for each participant with a summary at the completion of each session, tracking progress against each participant’s goals
- Communicate with Volunteer Coordinator to provide the number of volunteers required for each participant
- Communicate with Barn Manager regarding horse assignments for each participant
- Provide polite guidance and direction to lesson volunteers
- Communicate with Volunteer Coordinator about volunteers and participant needs
- Maintain a positive, nurturing relationship with parents and guardians of minor riders, as well as adult participants
- Ensure the safety of participants, their caregivers, guests, visitors, volunteers, staff and horses through observation and by report of others to ensure that unsafe situations are reported immediately and rectified appropriately
- Report hazards to the Program Director in a timely manner
- Communicate with all staff, volunteers, participants and/or their caregivers regularly and in a professional and courteous manner
- Seek and participate in ongoing education opportunities to learn about industry trends and developments and work to obtain any additional certifications that would benefit the organization
- Report progress, successes, and challenges to your direct supervisor on a regular basis through one-on-one meetings, staff meetings and/or e-mail staff reports
- Respond to communication including e-mails, phone calls and in-person communication in a timely manner as dictated by the program need
- Attend staff meetings and other relevant meetings
- Participate at staff events such as trainings, special events, and projects, etc.
- Maintain professional standards of appearance, communication, and timeliness
- Provide support to other staff as needed
- Other duties assigned or needed to help drive to the mission, vision, and values of EQUI-KIDS
Reviews:

- Periodic evaluations will be made to all employees to monitor progress and note any discrepancies or added responsibilities. Annual evaluations are mandatory.

Reviewed with employee by (Supervisor’s Name):

Supervisor’s Signature:

Date:

Reviewed and accepted by (Employee’s Name):

Employee Signature:

Date: