

PATH Intl. Riding Instructor Job Description

Job Summary- Responsible for providing therapeutic horsemanship instruction according to PATH Intl. and ATRC guidelines with the utmost attention given to maintaining participant, volunteer, and equine safety. PATH Intl CTRI credential required (or will be obtained within 6 months)/Applicants should be motivated, work well with others, have clear communication skills, have reliable transportation, and be self starters. Full and part-time positions available with flexible shifts, 4-5 days per week, holiday shifts required, may be called in for assistance with emergencies. Send resume to Executive Director, Taylor at albanytherapeuticridingcenter@gmail.com, or call 518-898-0742 for more information.

Location- Albany Therapeutic Riding Center, Inc. (6640 Fuller Station Road, Altamont, NY 12009)

Supervisor- Reports to Executive Director

Responsibilities-

Instruction

- Instruct all assigned riding or unmounted classes in a timely, professional, effective, and safe manner
- Adhere to all PATH Intl. guidelines and standards within all programming
- Develop and implement appropriate individual goals for each participant (consultation with the appropriate individuals may be necessary- i.e. Program Director, family members/ guardian or care staff.)
- Complete all required paperwork in a timely and professional manner, including but not limited to participant progress notes, lesson and session planning, and end of session rider evaluations.
- Serve as a mentor to Instructors in Training and Interns
- Conduct intake assessments for assigned riders and select appropriate tack and equipment, equines, and volunteer team members for specific participant
- Oversee and check all grooming and tacking of equines in preparation for lessons
- Perform appropriate, correct, and safe mounting and dismounting procedures
- Ensure that all lessons begin and end on time.
- Manage volunteers who assist in assigned lessons
- Maintain neat and orderly arena, tack room, and office areas
- Pursue ongoing training and professional development
- Ensure each horse is sound, healthy, and safe prior to use in lessons. Report concerns to Program Director
- Ensure prior to each lesson that tack safety checks are completed. Report tack problems to Program Director.

Program Maintenance:

- Assist in maintaining a quality therapeutic riding program at ATRC
- Represent ATRC to participants, volunteers, and to the public in a positive, supportive, and professional manner.
- Responsible for keeping up to date on inter-ATRC communications (e.g. attending Staff and Instructor meetings).
- Be knowledgeable and qualified to handle operating center emergencies.
- Maintain required communication with support staff (e.g. Program Director, Barn Staff, Volunteer Coordinator)
- Ensure that all classes run smoothly, safely, and on time providing support for fellow instructors including but not limited to general office support, arena set-up and take down, and helping with mounting/ dismounting when necessary
- Routinely inspect and ensure that equipment (helmets, props for ring, all tack) is meeting program needs, safety, and is orderly
- Assist with maintenance of arena(s)- ensure that they are clear and free of debris and that all mounting blocks and ramps are clean and in safe condition.
- Tack cleaning and inspection
- Assist in collecting and writing participant achievement/ PATH Intl. awards
- Adhere to all policies and procedures stated by ATRC
- Manage horses in lessons, and on property. Report any soundness, behavioral, health, or safety concerns to appropriate staff.

Volunteer Management

- Maintain an environment conducive to volunteer safety
- Communicate with volunteers in a positive and respectful manner
- Solicit volunteer feedback and encourage volunteer interaction on a consistent basis
- Ensure quality volunteer performance through ongoing training, evaluation, and recognition

Professional Behavior

- Represent ATRC in a positive and professional manner
- Maintain safety as ATRC's main concern, place safety first in all actions and activities
- Promote and support an effective team environment, including adherence to Ethical Communication practices with staff, participants, volunteers, and community members
- Demonstrate respect, interest, compassion, and caring for program participants, volunteers, and community members
- Know and abide by all ATRC policies and procedures
- Know, support, and promote the Mission, Values, and Goals of ATRC
- Attend and participate in all staff meetings when required.

Qualifications-

- Must be at least a PATH Intl. CTRI(or certification will be obtained within 6 months), formally known as Registered Level Instructor.
- · Experience in working with/ managing volunteers
- · Experience working with both physical and cognitive disabilities
- · Must possess strong leadership, client relationship, and solid organizational skills
- · High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail, high degree of initiative and problem solving skills.
- · Prior experience in horseback riding lesson instruction necessary for already certified individuals.
- · Must be able to demonstrate proficiency of horse care and behavior
- · Strong verbal and written communication skills
- · Able to use Microsoft Word, Excel, and accessing the Internet
- · Demonstrate ability to think proactively and have thorough understanding of ATRC horse care procedures