

Horses for Healing NWA

Job Description

JOB TITLE: Assistant Instructor

SUPERVISOR: General Manager

POSITION SUMMARY:

Reporting to the General Manager, the Assistant Instructor is responsible for conducting safe progressive therapeutic and sports riding lessons to beginners, while under the guidance of an Instructor, following lesson plans as provided by the Instructor, and meeting HfH standards. Duties may include, but are not limited to the following:

1. Be familiar with and follow PATH Int'l Standards for Premier Center accreditation, in compliance in all aspects of TR Program and stay current with all aspects of Equine Assisted Activities industry.
2. Be familiar with best practices in dressage, hunt seat, and eventing lessons and training.
3. Teach and maintain records for TR and SR students assigned by Instructors, providing General Manager with necessary billing information.
4. Assist in creating mounted, stable management, and classroom lesson plans.
5. Assist in maintenance and purchase of instructional equipment and supplies and program needs.
6. Assist with volunteer training.
7. Assist with exercise and fitness of program horses.
8. Assist with horse care as needed (shoeing, vet de-worming, sick or injured horses).
9. Assist with feeding horses and cleaning stalls.
10. Assist with public events and demonstrations.
11. Keep offices, bathrooms, tack rooms, and tack cleaning areas clean, neat, and clear of trash.
12. Assist in maintaining saddle blankets and winter blankets, keeping them clean and repaired.
13. Perform other duties as assigned.

ASSISTANT INSTRUCTOR POSITION REQUIREMENTS: As a minimum, these positions require at least three years equine experience with the ability to demonstrate teaching skills to walk-trot riders. Must be a professionally certified riding instructor, or gain certification within one year of employment. Must maintain professional riding instructor certification status once achieved, and participate in required continuing education units as required by the governing association. Must be able to work in a team environment, be able to anticipate needs, and follow guidance given by others. Must be able to speak and read English to a 12th grade level.

EQUIPMENT: Must have a working knowledge of tack, adaptive equipment, training devices and equipment, as well as standard hunt seat and dressage equipment. Knowledge of general office equipment including telephone, computer, and fax also necessary. Ability to drive a truck and trailer are preferred.

PHYSICAL REQUIREMENTS: The position requires the ability to ride a horse both English and Western, be versed in various equine training practices as determined by each horse's specific needs. The position also requires the ability to stand and walk about for sustained periods of time; lift, carry, push, and pull up to 50 pounds; bend and stoop as necessary, as well as the ability to see, hear, and speak.

WORKING CONDITIONS: The position requires close physical contact with horses and riders. The employee may come in contact with blood or body fluids. Most of the work is done outdoors, in all kinds of weather, and a portion is done indoors at a desk.

CONFIDENTIALITY: The above functions require a high degree of confidentiality. Horses for Healing's financial, client, volunteer, and related information will be kept confidential.

PERSONAL CONDUCT: This position has high visibility in the community. Horses for Healing is a charitable organization dependent upon public donations, the reputation of this organization and its employees is of utmost importance. This

position must be filled by a person who conducts himself/herself above reproach in all manner of public and private activities during their employment by this organization. He/she must avoid all appearance of impropriety that would reflect negatively upon this organization. Further, they must strive to present this organization in a positive light to community members, board members, and other employees of this organization at all times.