Job Description

**Position Title:** Certified Instructor

**Position Purpose**
Responsible for conducting classes and other program activities assigned in a timely, professional and safe manner.

**Organizational Relationships:**
- Reports to Program Manager

**Resources Managed (budget and FTEs):**
- Paid hourly unless otherwise specified

**Primary Duties:**
- Instruct assigned classes; assisting in management of participants, horses and volunteers
- Maintains progress notes and assessments for assigned students
- Communicates with staff, volunteers, and participants as needed
- Works with volunteers to ensure safe, quality program activities
- Completes all related paperwork in a timely manner
- Professional representation of Misty Meadows Equine Learning Center to participants, families and community

**Training & Education Preferred:**
- PATH Intl Certified Instructor, MA Licensed Instructor or other related certification.

**Prior Experience Preferred**
- Experience providing riding lessons, horsemanship skills

**Competency** | **Detail / Comments (specific skills, etc.)**
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- Team player | - Interacts with other staff at periodic meetings
- Effective communication skills | - Verbal and written skills