

## Position Description

**Position Title:** Riding Instructor  
**Reports To:** Equine Program Specialist  
**Status:** Seasonal, Non-Exempt  
**Salary:** \$300-\$500 per week

### **Position Summary**

The Riding Instructor is responsible for assisting the Equine Program Specialist in the comprehensive management of the horseback-riding program, including the health and safety of campers and the care of livestock.

### **Major Responsibilities**

- Carries out duties assigned by Equine Program Specialist.
- Assists with development and implementation of horseback riding program that includes activities for campers of all ages and abilities.
- Provides daily maintenance of facilities, supplies, tack, and horses.
- Assists with training and educating Riding Instructor-in-Training campers.
- Serves as a Unit Counselor with Horse Program campers.
- Maintains records and prepares reports as requested.
- Participates in general camp activities as requested.
- Participates in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned by Director or designee.

### **Additional Accountabilities**

- Actively support all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seek to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Ensure that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrate sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintain strict confidentiality when handling sensitive information.
- Attend all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Ensure that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences; actively support and promote the camp's commitment to diversity and inclusion.
- Respond to all emergency and crisis situations quickly and calmly.

## **Requirements**

- Minimum age of 18
- Physically able to handle horses, tack, feed, and horse equipment.
- Experience with handling and riding experience .
- Hold current certification in standard First Aid and CPR as per ACA guidelines

## **Physical Requirements**

*Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.*

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile;
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

## **Disclaimer Statement**

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

**I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.**

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_