

Position Description

Position Title: Riding Instructor
Reports To: Equine Experience Specialist
Status: Seasonal, Exempt
Salary: starts at \$325/week
Dates: May 26-July 5 & July 13-August 2, 2025

About Our Program

Our program at Circle C Equestrian Center is designed for beginner to intermediate riders. We teach a discipline-versatile, balanced and centered seat in English tack. Programs may include the basics of dressage, jumping preparation and theory over ground poles, gymkhana, negotiating trail obstacles and horseback archery. We will provide training specific to the programs you will be delivering. Circle C Equestrian Center has a diverse herd of horses, who work with us throughout the year, an indoor arena and trails. Our Equine Program Team is comprised of two full-time CHA-certified instructors with a combined 20+ years of experience in the professional horse industry.

Position Summary

The Riding Instructor is responsible for assisting the Equine Program Team in the comprehensive management of the horseback-riding program, including the health and safety of campers and the care of livestock. Riding Instructors will also serve as Unit Counselors with Horse Program campers when not at the barn. This includes living in unit with Horse Program campers, working cooperatively with other Unit Counselors and Unit Leaders, and monitoring and responding to camper behavior. Riding Instructors will serve as a guide, mentor and role model to campers and possess the strength and endurance required to maintain constant supervision of campers in a variety of activities.

Major Responsibilities

- Carry out duties assigned by the Equine Program Team.
- Assist with development and implementation of horseback riding program that includes activities for campers of all ages and abilities.
- Provide daily maintenance of facilities, supplies, tack, and horses.
- Assist with training and educating Riding Instructor-in-Training campers.
- Serve as a Unit Counselor with Horse Program campers.
- Live in unit with their assigned age group and help campers with their daily routines.
- Supervise daily living and program activities to ensure campers' physical and emotional safety at all times.

- Serve as a guide, mentor and role model to campers.
- Participate in general camp activities as requested.
- Other duties as assigned.

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 a 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

- At least 18 years old.
- Must be female or female-identifying, if serving as unit staff.
- Physically able to handle horses, tack, feed, and horse equipment.
- Experience riding a variety of horses.
- Demonstrated experience and passion for working with youth.
- Must successfully pass a criminal background check.
- Current First Aid/CPR certification, or ability to obtain certification.
- Must have the strength and endurance required to maintain constant supervision of campers in a variety of activities.
- Love being outdoors and willing to work outdoors in the heat, humidity, and rain.
- Prepared to live on-site during employment in rustic cabin accommodations (often with no electricity, internet, or air conditioning.)
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position.
- Strong commitment to diversity, equity and inclusion.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.

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.