

## **Riding Instructor Assistant Position Description**

**Position Title:** Riding Instructor Assistant

**Reports To:** Equine Experience Specialist

**Status: Seasonal, Exempt**

**Salary:** Starts at \$325/week; paid bi-weekly

**Dates:** June 1, 2026 – August 1, 2026

### **About Our Program**

Come join Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) for a summer filled with adventure. We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life at our overnight resident camp, Keyauwee Program Center, in Sophia, NC.

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. We believe spending time outdoors at summer camp is a great way to do that! If you are ready to grow your leadership skills and make connections with others who are dedicated to this mission, we hope you will join us!

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 Assistant supports the Equine Program Team in the safe and effective operation of the horseback riding program. This position assists with instruction, horse and facility care, camper support and unit life, ensuring all experiences reflect the goals, values and mission of the Girl Scout organization.

Riding Instructor Assistants serve as positive role models, mentors and leaders, maintaining support of campers and promoting physical safety, emotional well-being, respect for others and appreciation of diversity.

## **Major Responsibilities**

### **Equine Program Support**

- Assist the Equine Program Team with daily horseback riding activities and instruction
- Support the development and implementation of riding programs for campers of varying ages and abilities
- Assist with training and mentoring Riding-Instructor-in-Training campers
- Provide daily care of horses, including grooming, feeding, tacking and basic health observation
- Assist with maintenance of barns, arenas, tack, equipment and supplies
- Identify and respond to safety concerns or hazards related to horses, facilities or program activities

### **Unit & Camper Supervision**

- Assist with the supervision of campers in units when not at the barn
- Live in units with assigned campers and assist with daily routines
- Support campers to ensure their physical and emotional health and safety at all times
- Observe camper behavior and respond appropriately to individual and group needs
- Teach and promote respect for others and help campers understand similarities and differences
- Assist campers in emergency situations, including fire, evacuation, illness or injury

### **Program & Camp Operations**

- Work cooperatively with GSCP2P equine staff, Riding Instructors, Unit Leaders, Unit Counselors and administrative staff
- Assist with planning and implementing unit activities aligned with session themes and Girl Scout program goals
- Maintain unit sanitation, housekeeping and care of equipment
- Assist with check-in, check-out and opening and closing of camp
- Assist with storing and packing equipment safely during and at the end of the season
- Keep Unit Leaders informed of camper health, behavior, successes and concerns
- Participate in general camp activities and all-staff responsibilities

## **Requirements**

- Minimum age: 18 (or 16-17 with at least 3 years of RIIT experience)
- Must be female or female-identifying
- Registered member of Girl Scouts of the USA or willing to become a member
- Belief in the mission and values of Girl Scouting
- Experience riding a variety of horses and physically able to handle horses and tack
- Demonstrated experience and passion for working with youth
- Ability to accept supervision and work effectively with peers
- Good character, integrity, adaptability, patience, enthusiasm and sense of humor
- Strong communication skills with staff, campers and parents
- Current First Aid and CPR certification (or ability to obtain prior to employment)
- Successful completion of a criminal background check
- Willingness to live on-site in rustic accommodations (cabins or tents)
- Love of working outdoors in heat, humidity, rain and variable conditions
- Strong commitment to diversity, equity and inclusion

### **Additional Accountabilities**

- Actively support all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and campers.
- 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.
- 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.
- Continually seek and accept 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.

### **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 multiple times each day;
- Tolerance for working at heights exceeding 15 feet;
- 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** \_\_\_\_\_