

## **Riding Instructor Position Description**

**Position Title:** Riding Instructor

**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 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 units 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 the 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 units 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 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.

### **Requirements**

- Staff member must be 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 and staff in a variety of activities.
- Passion for working with youth.
- Possess a love of 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 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.