

## Colorado Therapeutic Riding Center, Inc.

### - Job Description -

**Position Title:** Therapeutic Riding Instructor **Date:** June, 2021  
**Reports to:** Head Instructor  
**Employee Classification:** Full Time – Non-Exempt

**Responsibilities:** Responsible for providing therapeutic horsemanship instruction according to PATH Intl. and CTRC guidelines with the utmost attention given to maintaining participant, volunteer, and equine safety. Teach a full class-load during session, and other duties/special projects to be assigned by Head Instructor or during session breaks (e.g. completing all participant documentation post/pre-session, special administrative projects for participants and/or volunteers, annual horse show preparations, organizing tack room, updating Program Operations manual, organize educational presentations, cleaning and reorganizing helmets, organizing and updating arena props and games and sensory trail improvements, help organize saddle fittings, managing participant files).

#### **Job Duties:**

##### **Instruction:**

- Instruct all assigned riding classes in a timely, professional, effective, and safe manner
- Adhere to all PATH Intl. guidelines pertinent to class instruction
- Develop and implement appropriate individual participant goals for each participant (Consultation with the appropriate individuals may be necessary – e.g. Head Instructor, family members)
- Complete all required paperwork in a timely and professional manner, including, but not limited to participant progress notes and end of session participant evaluations.
- Serve as a mentor to Instructors in Training
- Select appropriate tack and adaptive equipment for horse and participant teams
- Oversee and check all grooming and tacking
- Perform appropriate, correct, and safe mounting and dismounting procedures
- Ensure that all lessons begin and end on time
- Manage volunteers who assist in your lessons
- Maintain neat and orderly arena, tack room and office areas
- Pursue pertinent ongoing training and professional development
- Ensure each horse is sound, healthy, and safe prior to use in classes. Report concerns to Barn Manager or Barn Assistant
- Ensure prior to each lesson that tack safety checks are completed. Report tack problems to Barn Assistant

##### **Program Maintenance:**

- Assist in maintaining a quality therapeutic riding program at CTRC
- Represent CTRC to participants, volunteers, and to the public in a positive, supportive, and professional manner
- Responsible for keeping up to date on inter-CTRC communications (e.g. attending Staff and Instructor meetings)
- Be knowledgeable and qualified to handle operating center emergencies
- Maintain required communication with support staff (e.g. Head Instructor, Barn Manager, Director of Volunteers)
- Ensure that all classes run smoothly, safely, and on time by providing support for fellow instructors, including, but not limited to general office support, walkie talkie back-up, arena set-up and take down, and helping with mounting/dismounting when necessary
- Routinely inspect and ensure that equipment (helmets, props for ring, all tack) is meeting program needs, safety requirements, and is orderly
- Assist with maintenance of arenas – ensure that they are clear and free of debris and that all mounting blocks and ramps are clean and in safe condition.

- Tack cleaning and inspection
- Assist with the coordination and implementation of special events (e.g. clinics, horse shows, OSWC's) hosted at CTRC
- Research and develop new ideas for lesson curriculum
- Assist in collecting and writing participant achievement/PATH Intl. awards
- Adhere to all policies and procedures as stated in the Program Operations Manual
- Manage horses in classes, and on property. Report any soundness, behavioral, health, or safety concerns to appropriate staff
- Other duties as assigned

**Volunteer Management:**

- Maintain an environment conducive to volunteer safety
- Communicate with volunteers in a positive and respectful manner
- Solicit volunteer feedback and encourage volunteer interaction on a consistent basis
- Ensure quality volunteer performance through ongoing training, evaluation, and recognition
- Attend yearly a Volunteer Training session and Horse Handling Clinic

**Professional Behavior:**

- Represent CTRC in a positive and professional manner
- Maintain safety as CTRC's paramount concern. Place safety first in all actions and activities
- Promote and support an effective team environment, including adherence to Ethical Communication practices with staff, participants, volunteers and community members.
- Demonstrate respect, interest, compassion, and caring for program participants, volunteers, and community members
- Know, and abide by, CTRC's Operating Policies and Procedures
- Know, support and promote the Mission, Values and Goals of CTRC.
- Attend and participate in all staff meetings.