



Job Description Title: Therapeutic Riding Instructor

- Department:** Program
- Reports to:** Program Director
- Position:** Part-time, hourly, non-exempt
- Benefits:** Paid sick leave, workers' compensation insurance, opportunities for on-going education and training, potential for certification
- Salary Range:** Hourly, DOE

About Halleck Creek Ranch:

Founded in 1977, Halleck Creek Ranch invites people with disabilities, and their families, to live a "life without barriers" through equine-assisted activities and therapeutic horseback riding. Working with horses and riding promotes a unique sense of freedom and mobility, allowing participants to imagine the future, and to enjoy the present, in a way they never thought possible. For volunteers, their interactions with the participants teach them that people with disabilities can do anything they want to, they just have to do it a little differently. The relationships between our participants, volunteers, and horses establish connections that benefit our entire community.

Summary of Position:

Experienced and enthusiastic therapeutic instructors are critical to our ability to achieve our mission to connect people with disabilities and horses. Our instructors have excellent horsemanship skills, strong leadership capabilities and experience both in an arena and on the trail. Their responsibilities include lesson planning, safe and creative instruction, writing progress notes, training volunteers, and conditioning horses. Ideal candidates will have experience working with people with disabilities and be interested in pursuing a Certified Therapeutic Riding Instructor credential with PATH Int'l, or an Instructor of Riders with Disabilities certification with CHA.

Duties and Responsibilities:

- Instruction
 - Instruct assigned riding, groundwork classes, and other program activities for students of all ages with disabilities in a timely, professional and safe manner
 - Develop and teach stimulating, engaging and appropriate lesson plans for each participant after consultation with Program Director

- o Communicate lesson plan, participant goals and pertinent information to other staff, volunteers and participants as appropriate, while also maintaining confidentiality
- o Adhere to Halleck Creek Ranch Policies, using PATH Intl. standards as a guide for best practice
- o Maintain safety standards for all participants, guests, volunteers, horses and staff
- o Responsible for safe and respectful care and use of HCR horses and equipment
- Volunteers
 - o Develop effective volunteer teams, leveraging the skills and knowledge of Team Leader volunteers if/when appropriate
 - o Assign various tasks and duties to volunteers throughout the day, taking into consideration their interests, abilities and strengths
 - o Ensure quality volunteer performance through on-going, on-the-job instruction and training of volunteers
 - o Assist Program Director, Team Leaders and other staff members to provide volunteer training and education
 - o Communicate with Program Director and/or Volunteer Coordinator to ensure there are a sufficient number of trained volunteers for each participant and activity
 - o Solicit volunteer feedback and encourage volunteer interaction on a consistent basis, i.e. through discussions, trainings, interactions
- Administration
 - o Maintain confidentiality of sensitive and private information
 - o Develop the daily lesson schedule with assignment of roles and responsibilities, using assigned resources (horses, tack, volunteers, students)
 - o Prepare written lesson plans for each student and track student progress through written evaluations for each student taught
 - o Maintain daily rider attendance and horse usage records
 - o Periodically assist in evaluation of horses

Essential Qualifications

- Minimum of 2 years of riding and horsemanship experience
- Minimum of 1 year of experience working with people with disabilities
- Competency in equine behavior and safety
- Ability to prioritize, organize and manage diverse activities
- Willingness to provide productive, positive feedback to volunteers
- Strong problem solving skills
- Willingness to collaborate with other team members
- Team player with excellent verbal and written communication skills
- Must pass a background check
- Must be fully vaccinated against the COVID-19 virus

Preferred Knowledge, Skills, and Abilities

- Bachelor's degree in related field or minimum of 2 years related work experience
- CPR/AED/First Aid certification
- Supervisory experience

- Experience teaching in the Equine Assisted Services (EAS) industry
- Experience teaching students with developmental/learning/behavioral differences
- Certification from PATH, Intl. or demonstrated progress toward completion
- Experience riding in both an arena as well as a trail setting
- Experience transporting horses and/or driving a trailer

Physical Requirements and Considerations: The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Candidates must be able to:

- Speak loudly and clearly
- Hear well
- Stand for prolonged periods (up to four hours)
- Walk up to six miles a day in sand and on uneven, rocky terrain,
- Frequently lift or move items over 40 pounds
- Bend/kneel/stoop/crouch
- Push/pull
- Vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Frequent fine motor use of hands and fingers
- Potential exposure to a variety of extreme weather conditions while on facility grounds, eg. wind, rain, hail, heat, and wildfire smoke.

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This position is available immediately. The hourly rate is commensurate with experience; the number of hours per week can be negotiated for the right candidate.

Qualified, interested applicants should email a resume and cover letter to msscannell@halleckcreekbranch.org.

EEO (Equal Employment Opportunity) Statement:

Halleck Creek Ranch (HCR) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. HCR does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, domestic partner status, sexual orientation, genetic information, or any other basis protected by local, state, or federal laws.

When necessary, the HCR also makes reasonable accommodations for disabled employees and for pregnant employees who request an accommodation, with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. HCR makes hiring decisions based solely on qualifications, merit, and business needs at the time.