



### **Program Assistant**

Riding Instruction / Program Support

Full-time (40 hours week) exempt position / Tuesday – Saturday

58,430 – 65,000

Health insurance, paid vacation, sick leave, holidays

Location: Nicasio, California

### **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. Through riding and working with our horses, our program participants experience a unique sense of freedom and mobility, allowing them to imagine the future, and to enjoy the present, in a way they never thought possible. For the volunteers who serve in our programs, 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.

Experienced and enthusiastic employees are critical to our ability to connect people with disabilities and horses, and to achieve our mission.

### **Position Summary**

The Program Assistant provides direct program support by carrying-out responsibilities in a combination of key areas including riding instruction, program facilitation, and administration.

Duties include teaching therapeutic riding lessons and facilitation of HCR programs through safe and creative instruction and daily oversight; supporting fellow instructors in program execution, lesson planning and progress notes; training volunteers; administrative and management support, and conditioning and training of horses.

### **Ideal Candidate**

The ideal candidate will both possess excellent horsemanship skills, with experience riding and teaching both in an arena and on the trail and be someone with leadership capabilities and strong interpersonal communication skills.

Preferred candidates will have a minimum of one year experience working with people with disabilities and be a Certified Therapeutic Riding Instructor (CTRI). If not already certified, candidates must be willing to meet position requirements by becoming CTRI certified with PATH Int'l through mentorship from the Program Director and their peer instructors.

## **Responsibilities**

### **Program Instruction**

- Instruct assigned riding lessons, 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, consulting as needed with Program Director and fellow instructors.
- Communicate lesson plan, participant goals and pertinent information to other staff, volunteers, and participants, as appropriate and while maintaining confidentiality.
- Adhere to Halleck Creek Ranch policies and procedures, using the standards set forth by PATH Intl. as a guide for best practices.
- Ensure safe and respectful care and use of HCR horses and equipment, maintaining safety standards for all participants, guests, volunteers, horses, and staff.
- Provide additional program support as needed, including equine management, volunteer management, and stepping in to lead or sidewalk in lessons if/when necessary.

### **Volunteer Management**

- Develop effective volunteer teams, leveraging the skills and knowledge of team leader volunteers if/when appropriate.
- Assign tasks and duties to volunteers throughout the day, taking into consideration their interests, abilities, and strengths.
- Ensure quality volunteer performance through on-going, on-the-job instruction, training supervision and support of volunteers.
- Conduct quarterly volunteer trainings as assigned.
- Communicate with Program Director and/or Volunteer Coordinator to ensure a sufficient number of trained volunteers for each participant and activity.
- Solicit volunteer feedback and encourage volunteer interaction on a consistent basis.

### **Program and Administrative Support**

- Develop the daily lesson schedule with assignment of roles and responsibilities, using assigned resources (horses, tack, volunteers, students).
- Prepare written lesson plans for each student and track student progress through written evaluations for each student.
- Maintain daily rider attendance and horse usage records.
- Assist with assessments of potential equines for the program through off-site evaluations, as well as on-going evaluation and training during and after their trial period.
- Perform data entry and record keeping using various platforms such as eTapestry, Microsoft Excel, and Google Sheets.

- Support marketing and communications efforts through our website, social media, monthly newsletters (eNews and Hoofbeats) to various constituents (student families, volunteers, donors, etc.), and for events, appeals and fundraisers.
- Assist with special events, including holiday events, the annual horse show, fundraisers, and off-site community events.
- Provide other office support including answering phones, researching information, and basic filing.

### **Additional**

- Perform other duties as needed or required.
- Maintain confidentiality of sensitive and private information

### **Required Qualifications**

- Minimum of 5 years of riding and horsemanship experience, including basic horse handling and proper grooming techniques.
- Minimum of 1 year of experience working with people with disabilities.
- Competency in equine behavior and safety.
- Minimum of 2 years of experience providing program and administrative support.
- Excellent verbal and written communication and interpersonal skills.
- Proficient in Google Drive, Microsoft Office.
- Adaptable, dependable, and self-directed.
- Strong time and task management skills. Ability to carry-out multiple functions.
- Ability to exercise judgment and discretion when handling confidential information.
- Collaborative, team player and self-directed.
- Cultural competency and demonstrated experience engaging diverse groups.
- Ability to pass a background check
- Full COVID-19 vaccination required

### **Preferred Knowledge, Skills, and Abilities**

Bachelor's degree in related field or minimum of 2 years related work experience.

- CPR/AED/First Aid certification.
- 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 in a trail setting.
- Experience using data entry software and/or platform.
- Experience with marketing campaigns and social media.
- Supervisory and training experience.
- Familiarity with HCR mission and programs.

### **COMPENSATION AND BENEFITS**

- \$58,430 – \$65,000 annualized, commensurate with experience
- Health Insurance

- Paid vacation, sick leave, and holidays.
- Plus, mentorship towards becoming a PATH Intl. Certified Therapeutic Riding Instructor (CTRI), opportunities for on-going education and training.

## **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

This job operates in a ranch/rural environment. Exposure to dust, elements, animals, grass, weeds, trees, uneven terrain, and those items associated with a ranch environment. The job also operates within a rural ranch office environment requiring the routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, climb, or balance, stoop, kneel or crawl, talk, speak loudly, hear, as well as lift up to 40 pounds, or lift or move over 40 pounds with assistance. Vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The position requires regularly working with equipment typically associated with horses. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Potential exposure to a variety of extreme weather conditions while on facility grounds, eg. wind, rain, hail, heat, and wildfire smoke.

### **To Apply:**

Submit a resume and a cover letter summarizing why you are interested in the position to [mscannell@halleckcreekranch.org](mailto:mscannell@halleckcreekranch.org). No phone calls please. Cover letter required for review of application.

For additional information: <https://halleckcreekranch.org>

*Halleck Creek Ranch is proud to be an equal opportunity employer and is committed to creating a diverse and inclusive workforce.*