



## HORSE CAMP DIRECTOR

**Title:** Horse Camp Director  
**Classification:** Hourly employee  
**Work Schedule:** 33.75 hours per week, 8:30AM-3:15PM  
**Start Date:** June 18 – August 24, 2018  
**Report to:** Riding Center Director  
**Work Site:** The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

### **Position Purpose:**

The Bridge Center is looking for an experienced, patient, outgoing, and professional individual to serve as the Horse Camp Director. Horse Camp is a 9-week summer camp program designed for children ages 8-14 years, both with and without disabilities, offering a 1:3 staff to camper ratio. The Director will be responsible for overseeing all aspects of Horse Camp including development of weekly activities, ongoing camper assessments, staff evaluations and direct communication with families. The Horse Camp Director will report directly to the Riding Center Director and will be responsible for supervising all Horse Camp staff, as well as offering support to other summer camp staff as needed. Through the camp season the Director will be expected to develop rapport with each camper and staff, offering support to campers in need daily.

### **Primary Duties & Responsibilities**

- Oversee day-to-day operations of Horse Camp
- Ability and desire to work with individuals with disabilities in an outdoor setting where “campers come first”
- Ability and desire to work with persons of all ages, ability levels, and backgrounds in a dynamic outdoor environment which values growth and change of self and others
- Plan curriculum and daily schedules for Horse Camp in collaboration with Riding Center Director
- Create weekly staff schedules ensuring adequate coverage for the highest level of safety
- Provide daily leadership for staff (i.e. positive attitude, high energy, enthusiastic, effective problem-solving skills, etc.)
- Oversee crisis intervention to ensure the highest level of safety for campers and staff
- Develop an effective consistent communication with parents and families
- Conduct mid-summer and end of summer staff evaluations with the guidance of the Riding Center Director
- Conduct camp specific morning songs and end of the day camper rewards
- Create Horse Camp Pick up/Drop off signs for parents and documentation sheet



### **Equine Specific Responsibilities**

- Facilitate barn and equine related activities in a safe, supportive, and engaging environment
- Be the riding lesson instructor, under the supervision of the Riding Center Director, for the horse camp riding lessons
- Provide support to Horse Camp Counselors providing unmounted lesson program for recreation campers with support Riding Center Director
- Ensure safety of all counselors and campers while in the barn and throughout the camp day

*\*The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. All employees are employees at will.*

### **Supervision**

This individual will work under and report directly to the Riding Center Director and will be responsible for the supervision of all Horse Camp Counselors.

### **Job Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The work environments may include a business office, outdoor and indoor recreation venues. Campers will participate in sports, archery, low ropes/team challenge, music, arts and crafts, cooking, movement arts, boating, fishing, daily swim time, and daily therapeutic horseback riding lessons. The Director will be expected to actively participate in all program areas.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education and Experience**

1. 2-4 years' experience working directly with people with disabilities required
2. Prior experience working at a summer camp is preferred
3. Equine experience required

### **Special Requirements**

1. Must be able to work 10 weeks, June 18- August 24, 2018
2. Must have a valid driver's license
3. Must be 18+
3. Must complete and pass CORI/SORI/NSOPW
4. CPR and first aid certified (recertification available during staff training)
5. CPI or equivalent certification in de-escalation and crisis prevention techniques, training provided during staff training week



**Physical Requirements**

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pounds occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures

**Salary:**

Pay scale of \$12-14 per hour based on prior experience.

**Interested candidates should submit the following:**

- Job application
- Resume
- Two letters of recommendation

**Please email to:**

[tgosselin@thebridgectr.org](mailto:tgosselin@thebridgectr.org)

Trish Gosselin  
Riding Center Director  
The Bridge Center  
470 Pine Street Bridgewater, MA 02324  
Phone: 508-697-7557 ext. 14

*Position open until filled*