



## POSITION DESCRIPTION

<b>Title:</b>	<b>Therapeutic Riding Instructor</b>
<b>Classification:</b>	Part-Time, Non-Exempt (hourly)
<b>Work Schedule:</b>	20 hours/week; Tuesday-Saturday; Hours to be scheduled between 8:30am-8:00pm
<b>Report to:</b>	Head Riding Instructor
<b>Work Site:</b>	The Bridge Center, Bridgewater, Massachusetts

### Primary Function

Under the supervision of the Head Riding Instructor; the therapeutic riding instructor performs therapeutic riding lessons to lesson students and follows all PATH standards, as well as The Bridge Center policies and procedures.

### Riding Instructor Requirements:

- Conduct riding lessons with The Bridge Center clientele.
- Teach horsemanship skills where applicable
- Teach riding skills per approved PATH standards and practices.
- Communicate with rider's parents to ensure customer satisfaction is at the highest level.
- Effectively manage volunteers before, during, and after lessons according to PATH standards and The Bridge Center policies and procedures.
- Assess appropriate goals for each student and ensure communication with parent/caregiver/guarding regarding progress
- Oversee all Horse Camps throughout the year; campers, camp schedules, and activities
- Other related duties assigned by Head Riding Instructor

### PROGRAM REQUIREMENTS:

- Be punctual: start on time, and end on time for lessons.
- Allow 15-20 minutes prior to lesson shift and after for arena prep and clean up.
- Keep an updated student profile and weekly notes on each individual students in student binder.
- Find appropriate coverage for lessons in advance when needing a teaching shift covered.
- Seek approval for any time off, switching of teaching shifts, etc. from Head Riding Instructor
- Abide by The Bridge Centers current policies and procedures, and staff handbook.
- Assist with the organization of horse shows, banquets, and fundraisers to support The Bridge Center

### RECOMMENDED MINIMUM QUALIFICATIONS

#### Education and Experience

- College coursework in equine science preferred or similar areas of study
- 8-10+ years of riding and horse experience
- 2+ years of instructing experience
- Experience with the special needs population in a recreation setting

#### Special Requirements

- Possession of a motor vehicle operator's license
- Successfully complete pre-employment background checks (CORI/SORI, NSOPW)
- Certification in CPR and First Aid
- Possession of PATH certification, and MA instructor's license.

#### Knowledge, Ability and Skill

- *Knowledge.* Thorough knowledge of the principles and practices of therapeutic riding, hippo therapy and other equine based programs. Good working knowledge of developmental and physical disabilities in youth and adults.



- *Ability.* Ability to deal effectively and diplomatically with other employees and the general public. Ability to communicate clearly and concisely, both orally and in writing, with people of all ages and abilities. Ability to develop and adapt innovative cost-effective programs to meet community needs. Ability to instruct others. Ability to use a computer including spreadsheet and word processing applications. Exceptional ability and aptitude to collaborate to achieve The Bridge Center mission, enact and uphold TBC values and the ability to adhere to TBC Employee Policies & Procedures. Ability to maintain a positive attitude and mature personality conducive to working effectively as a team player with diverse staff, volunteers, parents/guardians and other stakeholders. Ability to conduct hands-on tasks such as feeding, mucking out stalls, turning horses out to paddocks, wrapping legs, and assisting with veterinary treatments. Ability to perform responsibilities and adapt to changes in a highly interactive, dynamic environment. Ability to use computer to support workplace communications and accomplish work tasks.
- *Skill.* Excellent planning and organizational skills. Excellent customer service skills. Skill in coordinating various programs and projects simultaneously.

### **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 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly, to move objects.

### **Compensation**

\$15 per hour. Hourly salary based on qualifications, and level of license and certification. Professional development opportunities are available contingent upon funding and approval. This position is classified as non-exempt and as such is eligible for the overtime provisions of the Fair Labor Standards Act. All over time is to be approved in advance by the Supervisor

### **Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.