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JOB ANNOUNCEMENT – THERAPEUTIC RIDING INSTRUCTOR

APPLICATIONS DUE BY MARCH 15, 2019

Introduction:

Baraboo River Equine-Assisted Therapies, Inc. (BREATHE), is a non-profit therapeutic riding center located in Baraboo, Wisconsin. BREATHE is looking for a Part-Time Therapeutic Riding Instructor who is able to work 5-15 hours/week providing therapeutic riding lessons to individuals with disabilities and special needs.

Responsibilities:

Under general supervision, the Therapeutic Riding Instructor will:

- Contact and schedule new clients as assigned for the equine-assisted activities program.
- Collect and review required documents; collect fees; set goals based on rider and/or caregiver needs and abilities.
- Prepare appropriate lesson plans for riding and un-mounted lessons.
- Pair rider with suitable equine partner based on safety, size, temperament, personality and experience of both horse and rider.
- Coordinate appropriate equipment for rider and horse based on needs and goals.
- Communicate with administration when volunteers are necessary to conduct riding lessons properly, and maintain contact with volunteers to continue the well-being of the lesson program and volunteer sustainability.
- Record client's documentation to include rider profile, goals, session notes, etc.
- Groom, saddle, lunge, hand-walk, and/or otherwise handle equines in preparation for lessons or for the purpose of training or exercise.
- Determine and evaluate equine injuries/illness and report to administration.
- Instruct volunteers with regard to safe operating procedures and in emergency situations.
- Administer emergency first aid and cardiopulmonary resuscitation if necessary.
- Assist in administering contractual programs, camps, and special events.
- Assist with light maintenance and security of facility and equipment.
- Assume supervisory responsibility over facilities and staff during absences of the Director.
- Attends meetings and trainings, and performs other related duties, as required.

This is an hourly, part-time position from April through mid-October.

Requirements:

- Current certification as a Certified Therapeutic Riding Instructor from the Professional Association of Therapeutic Horsemanship, Int'l. (PATH). **Please provide copy with your application.**
- Current Adult and Child CPR and First Aid Certification **Please provide copy with your application..**
- One year experience working with individuals with disabilities is highly desirable; and any combination of the below listed qualifications equivalent to a combined total of one year experience:
 1. Coordinating, planning, and implementing therapeutic horseback riding lesson programs;
 2. Equine facility management including event coordination, barn management, and equine management;
 3. Equine care and management in a volunteer, owner, or management capacity.
- **Knowledge of:**
 1. Therapeutic activities, games, and sports, both mounted and unmounted
 2. Modern equine management procedures, methods and equipment.

3. Principles of supervision and training.
4. Modern record keeping methods including use of a computer.
5. Pertinent PATH standards and local and organizational standards and procedures.

- **Ability to:**

1. Work with children, young adults, adults and/or senior citizens and give effective guidelines to patrons, riders and volunteers.
2. Recognize and address the needs of disabled riders.
3. Work independently and supervise, direct and coordinate the work of other staff and volunteers.
4. Be creative and innovative.
5. Remain calm and in charge during stressful situations.
6. Demonstrate safe and appropriate horse handling skills and riding skills.
7. Be able to multi-task and be a team leader.
8. Maintain and update accurate records and files.
9. Interpret and explain program policies and procedures.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions and Selection Process

Physical Conditions: Essential functions may require maintaining physical ability and mobility necessary for prolonged walking, bending, stooping, crouching, kneeling, twisting and horseback riding; heavy, moderate or light lifting, pushing, and pulling; use of fingers, hands, arms and shoulders for reaching, pushing, and pulling; use of core body to block and support heavy, moderate or light weight; speaking and hearing to exchange information and provide instruction; visual acuity to read and observe and interpret information and events. Work is outside in moderate to hot, humid conditions. May occasionally travel to offsite work locations. Work schedule is varied and includes daytime and evening hours; split shifts, weekends and holidays.

Selection Process: All properly completed applications submitted before the application deadline will be reviewed and the most appropriately qualified candidates will be invited to continue in the selection process. Qualified candidates may be invited to participate in an oral interview to evaluate job-related experience and training; and a practical-skills demonstration of horse-handling and instructional abilities.

Failure to provide required application materials (Application, Copy of Certificates) will result in disqualification from further consideration in the selection process. Resumes will not be accepted in lieu of the completed application forms but may be attached.

NOTE: Prospective employees will undergo a background reference check, which may include fingerprinting.

BREATHE is an equal employment opportunity employer and does not discriminate with regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws. Candidates who require a reasonable accommodation in the selection process should state their needs in writing when submitting an application.

The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

Applications are available on the BREATHE website: www.barabooriverequineassistedtherapies.org