



ADAPTIVE RIDING INSTRUCTOR

JOB DESCRIPTION

POSITION: Adaptive Riding Instructor
REPORTS TO: Program Director
HOURS: Full-Time or Part-Time, Seasonal (Apr 1-Oct 31)

WAGE: \$23-\$28/hour, DOE
BENEFITS: Health Reimbursement Arrangement (\$515.50/month individual; \$1,037.50/month family); IRA matching upon qualification

OVERVIEW: The JHTR Instructor position may be either part-time or full-time and is on a seasonal basis. JHTR is an equal opportunity employer and does not discriminate based on race, religion, or orientation. JHTR is an at-will employer.

The Adaptive Riding Instructor role is essential for providing quality services to our participants. In addition to remaining up to date and adhering to PATH International standards and procedures, the instructor oversees all aspects of classes. Responsibilities include goal setting, lesson planning, set up, participant oversight, volunteer support, equine class management, and recording of class outcomes.

REQUIREMENTS:

- PATH Intl. instructor in training, or certified at the registered level or above preferred
- Must be willing to learn and understand the policies and procedures of JHTR and PATH Intl.
- Equine knowledge and experience required
- Have experience in teaching students who present with a variety of diagnoses and behaviors
- Willingness to learn and work as part of a cohesive team a must

RESPONSIBILITIES:

- Meet with the Equine Director, Volunteer Coordinator, and Program Director as needed
- Communicate regularly with the instructional team regarding class progress, needs, successes, concerns, etc.
- Attend weekly staff meetings and continuing education opportunities
- Maintain extensive knowledge of the needs served by JHTR, precautions/contraindications, and effective interventions
- Enforce safety rules and procedures
- Design and implement individualized participant lesson plans including goals and objectives

- Complete comprehensive Initial Evaluations Forms and Year-End Evaluations on each assigned participant
- Oversee class volunteers, providing support and education as needed, and communicating with Volunteer Coordinator
- Support assigned interns and instructors in training, regularly updating the Program Director
- Document participant progress in weekly Progress Reports, communicating updates to parents/caregivers as appropriate
- Maintain assigned participants' files
- Complete incident reports as needed and submit to Executive Director
- Assist in maintaining a clean and organized facility
- School/exercise horses as assigned and document progress for the Equine Manager
- Maintain a working knowledge of equine first aid, common ailments, and issues with soundness
- Other duties as assigned

KNOWLEDGE, SKILL AND ABILITIES REQUIRED

- Riding/horsemanship
- Knowledge of riding equipment and proper use and fit
- Excellent interpersonal, oral and written communication skills
- Basic competency with technology, including email and Microsoft Office
- Ability to manage one's time effectively, being able to be present and focused on the needs of participants, equines and volunteers
- Awareness of safety concerns
- Excellent problem-solving skills
- Reliable, dependable and a self-starter