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| <b>Job Title:</b>      | <b>Instructor – Therapeutic Horse Riding</b>                                   |
| <b>Location:</b>       | YMCA Snow Mountain Ranch, Granby, CO   |
| <b>Reports to:</b>     | Program Supervisor   |
| <b>Supervises:</b>     | Volunteers   |
| <b>FLSA Status:</b>    | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt |
| <b>Classification:</b> | <b>Seasonal /Summer</b>  |

**About the NSCD:**

The NSCD is one of the largest outdoor therapeutic recreation agencies in the world. Each year more than 3,000 children and adults with disabilities participate in our programs to learn more about sports and themselves. With specially trained staff, a custom adaptive equipment lab, and over 800 volunteers, the NSCD teaches a variety of year round sports and activities to individuals with almost any physical, cognitive, emotional or behavioral diagnosis. Programming is based out of Winter Park Resort and Sports Authority Field at Mile High.

**Position Overview:**

Teaching therapeutic horseback riding activities to individuals with disabilities. Assesses, plans, implements, evaluates and leads horse riding activities for individuals, groups and camps. Completes the daily duties of horse care, feeding, grooming, volunteer coordination, and venue upkeep.

**Job Duties:**

- Leads participant programming for therapeutic horse riding; instructs lessons during weekly, extended stay, and camp programs
- Supports overnight camping trips and multi-day camps.
- Performs rider assessments, plans lessons according to therapeutic recreation concepts. (APIE), creates therapy goals and lesson plans with riders and/or caregivers
- Determines adaptive equipment and modification
- Instructs individual or group lessons using appropriate teaching progressions and exercises
- Evaluates participant improvement; documents rider progress charts.
- Sets goals and makes recommendations for future lessons. (APIE)
- Venue care to include arena maintenance, tack room upkeep and yurt upkeep
- Horse care to include maintenance of accurate records of horse behavior and care

**Other Duties:**

- Assists with coordination and operation of weekly programs.
- Assists during volunteer training clinics and volunteer work sessions.
- Assists with volunteer registrations and recognitions.
- Attends NSCD required continuing education training sessions.
- Assists with NSCD special events.
- Supports Customer Relations staff.
- Actively participates with NSCD fundraising efforts.

- Consistently follows safety procedures and utilizes appropriate safety equipment.
- Creates and maintains a friendly, congenial and helpful attitude while effectively dealing with guests and other employees.

**Specific equipment and materials involved:**

- Tack, saddles, equine care equipment, generator, pumps, feed racks, portable electric fences, standard shift vehicles, tractor and other applicable tools and appliances.

**Professional Performance:**

- Adhere to all Personnel Policies and Procedures for the Agency.
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a “role model” both at and away from the Agency.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive environment through communication and interaction that demonstrates respect for diversity, socio-economic and cultural differences.

***Other duties may be assigned***

**Education and Experience Required:**

- High School Diploma or equivalent
- Current CPR and Advanced First Aid
- Experience working/volunteering in a service industry or with individuals who have special needs
- CHA/IRD level 1 certification or PATH Certified level 1
- Ability to follow directions and work independently
- Knowledge of a wide variety of disabilities.

**Additional Experience/Attributes:**

- College degree, pursuit of degree or relevant experience in Therapeutic Recreation, Special Education, Physical Education, Health Services or related field.

**Physical Requirements:**

- Must be able to work outside a majority of the time at high altitude in varying conditions including unpredictable weather and situations
- Must be physically able to assist participants with adaptive recreation equipment, position adjustments, transfers, and movement during activities
- Must be able to lift a minimum of 75 lbs. unassisted.
- Must have dexterity to operate computer, office equipment daily.
- Must have auditory and visual acuity to operate radio, cell phone, office equipment, computers and phones or mobile devices.
- Must have auditory and visual acuity to interact with guests, participants, and staff on a daily basis
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment.

- Must possess a valid Colorado driver's license and meet criteria to drive company vehicles, loaded trailers, 15 passenger vans, tractors.
- Able to work evenings, weekends and holidays as schedule requires.

**Work Schedule**

- This position supports seven day a week operations and weekend and holiday work shifts are required. Schedules and start locations are based off business need.

**ACKNOWLEDGEMENT :**

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. NSCD may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Equal Employment Opportunity (EEO) Policy**

NSCD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.  
NSCD will consider providing reasonable workplace accommodations if needed.