



## JOB DESCRIPTION

Job Title:	<b>Program Instructor – Adaptive Horseback Riding</b>
Location:	Winter Park, CO, and Granby, CO
Reports to:	Program Supervisor
Department:	Winter Park Programs
Supervises:	Volunteers
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Classification:	<input type="checkbox"/> Year Round <input type="checkbox"/> Winter Seasonal <input checked="" type="checkbox"/> Summer Seasonal <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time

### **About the NSCD**

We are Colorado’s most comprehensive provider of adaptive outdoor experiences. We offer more programs, in more places, and in more ways that change lives. The National Sports Center for the Disabled is a leading provider of adaptive outdoor recreation experiences committed to helping individuals with disabilities, their caregivers, and the broader community rethink ability. Through the power of adaptive innovation, recreation, and Colorado’s great outdoors, we are transforming lives, families, and communities and creating a world that celebrates each person’s abilities.

Our exhilarating adaptive outdoor experiences help participants make the very most of their passion, their talents, and their aspirations. They discover a renewed sense of confidence, reignite the pure joy of play, and find the motivation to try new things, meet new people, and believe in their own abilities. With industry-leading adaptive equipment, renowned coaches, instructors, and volunteers, and unmatched mountain and metro programs, we change the perceptions of athletes of all levels and help them, and the world, **#RethinkAbility**.

### **Position Overview**

The Program Instructor teaches adaptive sports and therapeutic recreation lessons to individuals with disabilities. This position includes instruction in activities for individuals, group lessons, and custom programming. Instructors may determine the usage of adaptive equipment and may also teach instructors and volunteer training clinics (if qualified). Program locations are determined by activity schedule.

### **Job Duties**

*The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.*

- Leads participant programming for therapeutic horse riding; instructs lessons during weekly, extended stay, and camp programs.
- Venue care to include arena maintenance, tack room upkeep, and yurt upkeep.
- Horse care to include maintenance of accurate records of horse behavior, feeding, and care.
- Uses and maintains track, saddles, equine care equipment, generator, pumps, feed racks, portable electric fences, standard shift vehicles, tractors, and other applicable tools and appliances.
- Performs student assessments and plans lessons according to adaptive sports and therapeutic recreation concepts.
- Selects appropriate teaching system and equipment and sets goals and plans lessons according to therapeutic recreation concepts.
- Instructs individual or group lessons using appropriate teaching progressions and exercises.
- Documents student progress, maintains accurate records, and makes recommendations for future lessons.
- Assists with the coordination and operation of weekly programs.

- Attends all required NSCD training sessions and meets standards to pass training.
- Assists with NSCD volunteer and special events.
- 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.

### **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.

Other duties may be assigned.

### **Qualifications**

- High School Diploma or equivalent required. College degree in Therapeutic Recreation, Special Education, or a related field preferred.
- CHA/IRD level 1 certification or PATH Certified level 1 preferred.
- Current CPR and Advanced First Aid required within a month of the job offer required.
- One-year experience in adaptive sports instruction preferred.
- One year of experience in equine instruction is required.
- One-year experience working with individuals with disabilities preferred.
- Must be computer proficient and possess experience of Microsoft Office Suite and be able to learn new software as needed.
- Excellent written and verbal communication skills including writing and report development.
- Ability to implement agency vision, mission, values, and strategic plan.
- Ability to handle multiple tasks and to assess and change priorities based upon agency needs.
- Strategic thinker who communicates professionally and effectively with diverse staff, volunteers, donors, prospects, and community stakeholders.
- Ability to maintain consistent exercise of discretion and confidentiality in the performance of duties.
- Ability to work with a high degree of autonomy, initiative and exercise personal judgment in a fast-paced environment with a strong sense of humor and integrity.
- Superior skills to organize, plan, and execute the full scope of required programs.
- Knowledge of disabilities and of adaptive recreation and equipment is desirable.
- Candidates must possess a Colorado driver’s license, meet background check criteria and meet criteria regarding clearance to drive company vehicles including 15-passenger vans and vehicles with large towing capacity, snowmobiles, surface, and aerial lifts, as required by job duties.

### **Physical Requirements**

- Able to work a majority of the time outside at high altitude in varying conditions including uneven and slick terrain and unpredictable weather and situations.
- Physically able to assist participants with adaptive recreation equipment, position adjustments, transfers, and movement during activities.
- Able to lift a minimum of 75 lbs. with assistance.
- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, students, clients, and staff on a daily basis.

- Able to successfully manage multiple, high-priority tasks in a fast-paced and often times crowded and noisy environment.

**Work Schedule**

This is a full-time, seasonal position. The work varies based on seasonal programming needs. This position will require weekends and/or evenings supporting the programming needs of the agency.

**Salary**

The hourly pay rate for this position is \$20 to \$21 per hour. Actual salaries will vary and may be above the range based on various factors including but not limited to experience, education, training, credentials, and performance.

NSCD provides seasonal employees paid sick leave and employees may participate in the 403b retirement plan.

**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, understand, and can accomplish the scope of work outlined in 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 accommodation if needed.