

On-Site CTRI Intern

Classification: Non-exempt, temporary

Pay Scale: Hourly wage. Housing provided

Reports to: Program Director

Date: July, 2023

JOB DESCRIPTION

Summary/Objective

This internship is an opportunity for students to expand their skills in Therapeutic Riding instruction, as well as equine herd management. The intern is responsible for equine care and ranch operations, which includes after hours care (evenings/weekends/holidays) and monitoring of equines and facilities for safety and security. Additionally, the intern is responsible for teaching effective, high-quality lessons to participants of the programs at Hearts & Horses, ensuring the safety of participants, volunteers and equines and must hold PATH Intl. certification at the Registered, or Advanced level.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Class Instructing
 1. Ensures the safety of participants, volunteers and equines.
 2. A strong team player and integral part of the Hearts & Horses team, works well with other staff members and volunteers.
 3. Evaluates the ability of students and understands their disabilities, keeping in mind the PATH Intl. precautions and contraindications that may limit or prevent individuals from participating in equine assisted activities & therapies.
 4. Effectively communicates with the Volunteer Team in regards to volunteer performance during classes, and scheduling appropriate numbers and types of volunteers for classes.
 5. Effectively manages volunteers before and during class; debriefs with the volunteers after each class.
 6. Teaches high-quality, goal-oriented, progressive, and safe therapeutic riding lessons.
 7. Creates and maintains a therapeutic and educational environment in Equine Facilitated Learning (EFL) classes for all participants.
 8. Demonstrates strong horsemanship skills and riding abilities at the intermediate/advanced level.
 9. Maintains weekly progress notes via Salesforce database.
 10. Effectively communicates with riders/parents/caregivers/family members concerning their participants goals and progress.
 11. Evaluates safety of tack and equipment prior to each lesson.

12. Provides input to Equine Trainer as needed about equine performance and behaviors during lessons via Salesforce.
 13. Reads all Hearts & Horses communications/emails on a weekly basis at minimum and respond within 24 hours.
 14. Follows all Hearts & Horses policies & procedures and report any issues with the appropriate staff member (Equine Services Director, Program Director, Director of People & Culture, etc.)
 15. Demonstrates a professional attitude at all times, works independently with initiative and is able to give and receive constructive feedback.
 16. Understands that instructors are providing therapeutic services and not any form of professional therapy.
2. Class Support
 1. Support a set of riders weekly as they complete their therapeutic riding sessions.
 2. Horse Leader duties include grooming/tacking equine, leading the equine for the rider, maintaining safety, and supporting the rider during class time.
 3. Side Walker duties include helmet fitting, aiding riding during mounting, riding, and dismounting to provide stability assistance and verbal prompts.
 4. Reflect with instructors weekly on rider development and improved support strategies.
 3. Equine Care
 1. Demonstrates strong equine veterinary skills in order to identify and treat equine illness/emergencies per Veterinarian directive. Knowledge of what constitutes an emergency requiring veterinary care (ie colic, illness, lacerations, etc)
 2. Feeds the herd breakfast a set number of mornings a week. Executes equine feeding according to each equine's dietary plan. Responsible for operating the Kubota to haul hay to paddocks and pastures.
 3. Responsible for chores a set number of days per week and includes managing volunteer help and pasture/paddock turnout; stall/run/paddock cleaning, feeding lunch and prepping dinner.
 4. Performs routine night checks at 9-10 pm for a set number of days per week, for safety of equines and inspection of facility.
 5. Assists with the routine care for sick or injured horses, including documentation of care given in Salesforce.
 6. Assists with routine equine veterinary, farrier and alternative therapy (massage, chiropractic, etc.) appointments; maintains proper documentation of care in Salesforce.
 7. Assist with saddle fitting, tack cleaning, and organization of all equine equipment.
 8. Assists, as needed, with the emergency care for sick or injured horses, including documentation of care given in Salesforce. May need to be available at any time 7 days a week in case of an equine emergency. For this reason, the On-Site CTRI Intern is required to be sober (not under the influence of drugs or alcohol) at all times.
 9. Reports any safety concerns or issues on the property to the Facilities Director.

Other Duties

1. As a member of the equine team, work together with other staff members and volunteers, to ensure that all equines at Hearts & Horses receive the best possible care.
2. Attends meetings as necessary: Staff meetings, Instructor meetings, and Equine Team meetings.
3. Perform other duties as assigned.
4. Flexible schedule in order to assist with equine emergencies, fill in for equine staff who are ill or on vacation, as well as observe weekend and evening classes, etc.

Competencies

1. Collaboration skills.
2. Communication proficiency.
3. Decision making.
4. Initiative.
5. Equine behavior
6. General Equine management.
7. Problem solving/Analysis.
8. Time management.
9. Stamina/Physical strength.
10. Leadership skills

Supervisory Responsibility

This position is responsible for the supervision of assigned Volunteers and ensures they follow established operation and safety protocols.

Work Environment

While performing the duties of this job, the On-Site CTRI Intern may be exposed to airborne particles, moving mechanical parts and unpredictable equine behaviors. The On-Site Therapeutic Riding Intern is also frequently exposed to a variety of extreme weather conditions on facility grounds to include wind, rain, hail, snow, and high heat index.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is also very physically active and requires the following:

Standing (holding horses for farrier/vet, etc.), **walking** (horses back & forth between barns, arenas, pastures & turn-out, etc.), **jogging** (horses for lameness evaluation, etc.), **bending/kneeling/stooping/crouching** (cleaning hooves, cleaning and filling waterers/troughs, equine veterinary care of feet/legs/abdomen, changing or fixing a tire on ranch equipment, etc.), **pushing and pulling** (full wheelbarrows, muck buckets, stall doors open/closed, etc.), **lifting** (able to frequently lift or move items up to 50 pounds for items such as hay bales, muck buckets, bags of feed, saddles, shavings, etc.), **climbing** (onto ranch equipment such as the back of a pickup truck, tractor, UTV, on ladders, over fences, etc.) - with strong **balance** to handle all of these duties safely.

Specific **vision** abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus

Use of hands and fingers is required for shoveling, carrying equipment & tack, opening/closing latches and gates, administering medications, feeding, buckling/unbuckling halters, etc.

Position Type and Expected Hours of Work

This is a temporary, part-time position which requires living in the housing provided at/near the Hearts & Horses Ranch. Days and hours of work are assigned by the Program Director. Interns are expected to commit to at least one full academic semester (spring, summer or fall).

Required Education and Experience

1. PATH Intl. certified instructor at the Registered level or above. Applicants without a CTRI may be considered if they have experience teaching or coaching able bodied riders at an advanced level and they are willing to complete the certification process while interning at Hearts & Horses,
2. Has current Adult, Child & Infant CPR, First Aid, & AED certifications.
3. 5 years equine management experience. Strong horsemanship, horse handling, riding/training and management of equine emergencies.
4. Supervisory experience with volunteers.
5. Strong technology skills, including; MS Office suite, Google technology and data entry skills; Salesforce a plus
6. Actively pursuing a relevant secondary degree, such as Equine Science, Social Work, Human Services, Psychology, Health & Exercise Science, etc.

Preferred Education and Experience

1. Trauma informed Mental Health Care knowledge and training is highly desirable.
2. Experience operating a tractor, utility vehicle and power tools is highly desirable.

Additional Eligibility Qualifications

Current Government issued driver’s license.

EEO Statement

Hearts & Horses, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Program Director _____ Date _____

Executive Director _____ Date _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____