



HEARTS & HORSES

Head Counselor Information & Expectations

GENERAL OVERVIEW

Thank you for your interest in becoming the Head Summer Counselor at Hearts and Horses! The purpose of the role is to offer a leadership position to a counselor and provide a positive role model for the counselors and participants throughout all the summer fun weeks. The head counselor will help manage the counselors, and assist instructors in mounted and ground lessons, all while learning invaluable leadership skills.

COUNSELOR JOB DESCRIPTION

The head counselor must have previous experience as a counselor at Hearts and Horses. He or she will be responsible for helping manage the counselors – tracking volunteer hours, helping counselors plan mini lessons, and assist counselors with participants during activities. The head counselor will also assist instructors in mounted and ground lessons, and assist with individual participants when needed. This is an unpaid position, but is a great opportunity for a counselor to gain experience in leadership and personnel management, and put on a college resume’.

REQUIREMENTS

- Must be at least 15 years of age
- Must have previously volunteered at Heart’s & Horses Summer Fun Week
- Horse experience:
 - Tacking/grooming
 - Leading
 - Basic riding skills
 - Knows basic anatomy, farrier care, and vet care
- Has experience in working with children
- Is flexible and works easily with others
- Demonstrates exceptional organizational skills
- Has prior leadership experience
- Must feel comfortable acting in a supervisory role for counselors
- **Can commit to the position for all weeks – Monday thru Thursday, 8:45am to 3:30pm**

DAILY DUTIES AND TASKS

- Act as a role model for participants and counselors
- Over-sees all counselors
 - Provide feedback on counselor performance to instructors
 - Keep counselors focused and on task
 - Log counselor volunteer hours
 - Help manage counselor mini lessons
 - Inform instructors of any issues or problems that arise regarding counselors and participants
- Assist instructors in mounted and ground lessons and activities
- Assist with individual participants when needed
- Mentor new counselors during specific tasks
- Other various tasks as assigned

TO APPLY:

- Fill out the Counselor Application and Supplement form
- Complete the Head Counselor Supplement Form
- **Turn in all documents by April 30, 2017**

If you have any questions, please contact the Lead Summer Instructor, Megan at megan.m@heartsandhorses.org or (970) 663-4200 ex 322.