Instructor Job Description

Classification: Non-exempt
Pay Scale: Hourly wage
Reports to: Program Director
Date: February, 2020

JOB DESCRIPTION

Summary/Objective
To provide therapeutic riding lessons to participants of the programs at Hearts & Horses that are safe, effective, enjoyable, progressive and challenging. Holds CTRI/Registered, Advanced or Master PATH Intl. certification.

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

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. Able to evaluate the ability of students and understand 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 Volunteer Manager in regards to scheduling appropriate numbers and types of volunteers for classes.
5. Able to teach high-quality, goal-oriented, progressive, and safe therapeutic riding lessons.
6. Create and maintain a therapeutic and educational environment in Equine Facilitated Learning (EFL), classes for all participants.
7. Demonstrate strong horsemanship skills and riding abilities at the intermediate/advanced level.
8. Maintain weekly progress notes via Salesforce database.
9. Effectively communicates with riders/parents/caregivers/family members concerning their participants goals, and progress.
10. Evaluate safety of tack and equipment prior the each lesson.
11. Follow all Hearts & Horses policies & procedures and reports any issues with the appropriate staff member (Director of Equine Services, Program Director, Volunteer Manager, etc.)
12. Demonstrates a professional attitude at all times, works independently with initiative and be able to give and receive constructive feedback.
13. Perform other duties as assigned.
Minimal Qualifications

1. Holds CTRI/Registered, Advanced or Master PATH Intl. certification, with at least 3 years’ experience in EAAT, or equivalent. Keen interest in pursuing Advanced Certification.
2. Holds, or working toward within a year of employment, PATH Intl Equine Specialist in Mental Health & Learning (or equivalent).
3. Trauma informed Mental Health Care knowledge and training is highly desirable.
4. Holds current Adult, Child & Infant CPR, First Aid, & AED certifications.
5. Superb horse handling and riding skills.
6. Excellent organization and time-management skills.
7. Strong technology skills, including; MS Office suite, Google technology and data entry skills; Salesforce a plus.
8. Excellent inter-personal communication skills.
9. Ability to work as a team player in a casual but busy work environment.
10. Ability to work calmly under pressure.
11. Supervisory experience with volunteers.

Supervisory Responsibility
This position is responsible for the supervision of assigned volunteers and ensures they follow established operations and safety protocols. May be asked to mentor instructors-in-training.

Work Environment
The work is primarily performed outside at the Hearts & Horses Ranch, or other public settings. While performing the duties of this job, the employee may be exposed to airborne particles, unpredictable human & equine behaviors and have moderate to medium exposure in the work environment to excessive or loud noise. The employee may also be 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 speak clearly and use normal or aided vision and hearing. This position is also very physically active and requires the following:

   **Standing** (for long a long period of time, holding horses, assisting volunteers and participants during lessons, etc.), **walking** (with volunteers taking horses back & forth between barns, arenas, pastures, turnout areas, etc.), **jogging** (to evaluate a horse for lameness prior to class, to support a participant is trotting, etc.), **bending/kneeling/stooping/crouching** (cleaning hooves, feet/legs/abdomen), **pushing and pulling** (stall doors open/closed, etc.), **lifting** (able to frequently lift or move items up to 40 pounds for items such as saddles, mounting blocks, etc.), **climbing** (stairs, etc.) - with strong **balance** to handle all of these duties safely.

   **Ability to reach with hands or arms** (open up barn doors, adjust tack on the back of a horse, etc.), the **use of hands and fingers** is required to hold, grasp and turn objects (buckle and unbuckle tack, carry equipment and tack, opening and closing gates, etc.), operate a computer keyboard and other equipment, handle or feel objects (holding reins, etc.).
In order to know and understand the training level and movement of the equine(s) used in your lessons, riding is required which would entail **climbing** (into saddle, etc.), **lifting** (saddle onto horse, etc.), **balance** to ride appropriately and safely, and **use of hands** (to hold reins, etc.).

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

**Position Type and Expected Hours of Work**
Specific days and hours of work are assigned by the Program Director. Evenings and weekends will be required as part of this position.

**Additional Eligibility Qualifications**
Current Government issued driver’s license.
Hearts & Horses conducts criminal background checks for all employment candidates.

**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 employee's understanding of the requirements, essential functions and duties of the position.

Employee ________________________________ Date ____________