

SHANGRI-LA THERAPEUTIC ACADEMY OF RIDING PART TIME INSTRUCTOR JOB DESCRIPTION

RESPONSIBILITIES: The instructor is responsible for teaching therapeutic riding lessons to children and adults with disabilities or challenges as well as fulfilling other duties necessary to support STAR. Must have a working knowledge of PATH Intl. Standards, and industry contraindications. A thorough knowledge of STAR's policies and procedures is paramount as the instructor acts as the representative of the program.
Reports to the Program Director.

QUALIFICATIONS:

- *Must be at least 21 years old & hold a current PATH Intl. instructor certification.
- *Must possess a working knowledge of riding and equine care and management.
- *Must be able to communicate clearly and effectively both verbally and in writing.
- *Must possess strong supervisory and organizational skills and be able to function independently as well as part of a team.
- *Must be willing to work some evenings and weekends.
- *Able to keep all participant, volunteer and staff information confidential.

JOB DUTIES:

- *Teach quality classes as scheduled each session. Develop class games and activities which are safe and educational thus leading to individual skill progression for each rider.

- *Arrive a minimum of 30 minutes before class to organize vols, check horses for soundness, and prepare for class. Responsible for clean up after class, which includes all activity items being removed from the arena and may entail settling horses for the night or bringing in.

- *Report all notable issues to the correct person ie. Equine to Equine Manager, volunteer to Volunteer Coordinator, riders to Program Director.

- *Attend instructor meetings prior to each session and the annual Retreat.

- *Review riders' files in preparation for classes.

- *Conduct meaningful orientation with volunteers for each class taught. Double check saddle fit and tack cards for accuracy and adjust as necessary. Have alternate indoor lessons for days of inclement weather.

- *For each class for which you are responsible:
 - 1) conduct initial evaluation on new riders & fill out a Level Sheet for their file
 - 2) create detailed, appropriate lesson plans using the computer program
 - 3) maintain progress notes for each class
 - 4) complete meaningful & comprehensive Progress Reports
 - 5) fill out Skill Sheets on all riders at the conclusion of each session
 - 6) submit all paperwork on time to enable distribution at instructor meeting
 - 7) fill out Incident Reports as needed and turn in to Program Director

*Conduct safety checks on all tack used - reporting repairs & removing item from use.

*Be familiar with the horses' personalities, movements, weight limits and characteristics. Schooling horses is strongly encouraged. Report any behavior issues to Equine Manager.

***Know and utilize** STAR horse handling techniques and assist volunteers in developing/maintaining these skills.

*Communicate regularly with families regarding their rider's progress, goals or challenges

*Assist with scheduled and on-going trainings and supervision of volunteers keeping in mind that they are constantly learning.

* Participate in the annual state horse show. Assisting with other scheduled STAR events is desirable.

*Assist by substituting for other Instructors when they are out and providing the Program Director any days that you will require a substitute.

*Maintain PATH Intl. certification and uphold STAR and PATH Intl standards at all times- Including maintaining First Aid/CPR certifications and fulfilling CEU requirements.