

SHANGRI-LA THERAPEUTIC ACADEMY OF RIDING PROGRAMS ASSISTANT

OVERVIEW: To assist the Programs team in planning and executing various areas of STAR's Therapeutic Riding, Heroes and Horses, and STRIDES programs, as well as teaching classes that require a PATH International Certified Therapeutic Riding Instructor (CTRI) credential. Equine Specialist in Mental Health and Learning (ESMHL) credentials preferred or willingness to work toward completion in the first year. This role will teach select classes each week (group and private) for STAR's various programming. This position reports to the STAR Programs Manager.

QUALIFICATIONS:

- Must hold current PATH Intl Certified Therapeutic Riding Instructor (CTRI). Equine Specialist in Mental Health and Learning (ESMHL) certifications preferred.
- Be at least 21 years old, with a valid driver's license. Experience hauling horse trailers preferred but not required.
- Must possess a working knowledge of horses with experience in riding, schooling needs, behavioral traits and general equine care
- Must have strong organization skills, high attention to detail, and ability to multi-task
- Must be comfortable working in Microsoft Suite (Word, PowerPoint, Excel, Outlook) with an ability to learn and adopt new software as related to the job functions
- Must be able to work independently with little direction and as part of a team, communicating clearly and effectively both verbally and in writing
- Must be willing and able to work some evenings and weekends as the schedule requires
- Requires a knowledge of PATH Intl. standards

RESPONSIBILITIES:

Assist with administrative needs associated with the coordination of Therapeutic Riding, Heroes and Horses, and STRIDES (Changing, Aligning, and Stable Friends) programs. Teach lessons each week (up to approx. 12 hours in classes).

JOB DUTIES:

General:

- Learn, practice and utilize STAR horse handling techniques and assist in teaching and reinforcing these skills to Volunteers in/around the STAR property
- Assist Director of Programs and Programs Manager with participant paperwork needs following intake discussions to ensure all materials are received and logged in Salesforce
- Assist with phone inquiries, intakes, screening & evaluation of potential participants
- Assist Programs Manager with building schedules each session for Director of Programs review
- Assist the Director of Programs with organizing instructor notebooks prior to each session; current skill sheets, progress reports, session information, and initial evaluations.

- Create session paperwork – roll sheets, updated tack cards for all riders, and non-consent photo list
- Assist with generating CEU opportunities for Instructors and obtain approval from Director of Programs; prepare the CEU materials for execution and presentation
- Attend quarterly Instructor meetings
- Attend annual Staff Retreat
- Assist with marketing/outreach to further STAR's mission: Assist in attending fairs, conferences, booths, speaking engagements, etc. as needed to help market and further STAR's mission and drive Program participation (Approximately 1-3 per year, some weekend events may be required)
- Help brainstorm ideas and spot check copywriting for social media posts about Programs; Ensure riders featured in marketing are not on the non-consent list
- Assist Programs Manager and Director of Programs with inputting all information for TR, STRIDES, Heroes and Horses, OT/PT, Farrier, Vet, Dental, and Chiropractic visits at the start of each Lesson Session into Wranglr; Assist with loading Equine Committee Schooling as needed.
- Assist Programs Manager and Director of Programs with making Wranglr updates including instructor substitutions, horse weight limits, handling level adjustments and participant needs for volunteer requirements as they fluctuate.
- Assist Programs Manager or Back Up Schedule Managers in dropping Participants within Wranglr from classes if they call out of class.
- Assist in compiling End of Year recap slides for Board of Directors reporting on all Programs at the close of each year
- As the schedule allows, work with the Director of Programs and Programs Manager to coordinate workshop, clinic, and special CEU hosting events at STAR.
- Assist with morning Bring-In of equines 1x per week

Events and Work Days:

- Conduct (2-3) Volunteer Training sessions per year as a CTRI working closely with the Volunteer Manager, Director of Programs, Equine Manager, & Barn Manager on scheduling dates for coverage; may require nights or weekend times.
- Assist Programs Manager in coordinating participants, daily schedule, and staffing assignments for the Annual Camps/Small programming events; attend camp days to oversee event flow
- Assist Director of Programs and Programs Manager in the planning and execution of the annual STAR Horse Show as directed; attend Horse Show to assist with day of event logistics
- Assist Equine/Barn Managers with schooling, as needed
- Assure STAR submits for PATH Intl. awards each year
- Assist team with fund raisers and special events planning as directed, including Craft and Tack Sale, Bridles and Blue Jeans, and Songwriters in the Round; attend all fundraising events carrying out staffing assignment as directed
- Assist in planning and attending the Annual Barn Party
- Assist with the oversight of Volunteer tasks on select Work Days, as needed, and as requested by the Volunteer Manager
- Other duties as may be assigned

Programs and Lessons (TR, Heroes & Horses, STRIDES):

- Teach up to approx 12 hours of class time each week and complete all associated paperwork (includes TR, HH, and STRIDES classes); participate in on-call teaching slots in the event of Instructor substitution needs
- Develop games and activities that are safe and educational to correspond with riding skill development and progression of students and seek approval from Programs Manager and Director of Programs
- Conduct safety checks on all equipment used in class, removing item from use and reporting it to Barn Manager
- Prepare for class by reviewing files, creating a lesson plan, organizing volunteers, checking horses for soundness, and setting up arena. Instructor is responsible for clean up after class which may include bring in or turn out
- Participate in the weekly Heroes and Horses Social Hour
- Ensure food and drink for the Heroes and Horses Social Hour is coordinated. Pick up food/drink and set up social as needed when sponsor is not available.
- Coordinate the STAR's Veterans Day parade, as needed and attend to ensure fully staffed
- Keep up with trends and issues within the Veteran population
- Order supplies for STRIDES classes and ensure inventory is stocked and ready for classes
- Fill in as a Horse Leader and/or Sidewalker for classes if volunteers are unavailable
- Fill in on Minis in Motion visits if volunteers are unavailable, as needed
- Maintain PATH Intl. certification and uphold STAR and PATH standards at all times
- Work with Director of Programs to organize, advertise and facilitate clinics & workshops
- Other duties as may be assigned