



## CTRI RIDING INSTRUCTOR

### Position Description

**JOB TITLE:** Certified Therapeutic Riding Instructor (CTRI) for Grace Under the Oaks (Part-Time)

**REPORTS TO:** Lead CTRI Instructor

**HOURLY COMPENSATION:** \$20 - \$25

**POSITION SUMMARY:** This is a part-time position (variable hours based on program needs); the CTRI will work along with the Lead CTRI and other CTRIs and volunteers, as well as independently, to provide safe and high-quality horseback riding lessons to participants with physical or cognitive challenges. This includes conducting participant assessments, creating lesson plans and providing lessons.

A primary function of this and every other position at Grace Under the Oaks is to ensure that each client, volunteer, guest and visitor receives the highest caliber of service.

#### **QUALIFICATIONS:**

- PATH Intl. CTRI Registered level certification or above, with a minimum of one year experience as a certified instructor
- Working knowledge of disabilities and PATH Intl. standards
- Understands the nonprofit environment, and supports the mission, vision, culture and core values of the organization
- Effective administrative skills - scheduling, record keeping, planning and problems solving skills
- Excellent interpersonal communication skills - both oral and written, with appropriate computer skills
- Effective people skills - directing, motivating, evaluating and communication skills
- Ability to demonstrate riding skills in western or English – lunging a horse; riding at walk, trot, canter; posting
- Demonstrated history of dependability and responsibility
- Clear understanding of organizational risk management standards
- Current First Aid and CPR certification
- Ability to be flexible, creative, and adaptable to situations
- Ability to consistently lift and carry tack or other lesson-related equipment that may weigh up to 50 pounds, and sustain low aerobic activity for 30 consecutive minutes (fast walking). Some accommodations are possible
- Valid Driver's License and carry own current auto insurance
- Commitment to a positive, fun and team-oriented working environment
- Completed personnel application, clear background check and drug screening

**RESPONSIBILITIES:**

- 1) Implement and supervise safety/risk management protocols in a caring and fun environment for participants, volunteers and staff.
- 2) Teach adaptive, therapeutic riding lessons as assigned.
- 3) Conduct pre-lesson activities, such as complete participant assessments, create goals for participants, create lesson plans. Review progress notes, prepare for lesson activities, ensure appropriate horses are available for lessons, support the Lead CTRI in preparing volunteer schedules for the lesson hours, assign horses to riders.
- 4) Conduct post-lesson activities, such as discuss lesson with parents and volunteers, put tack away, review lesson notes on each assigned student with Lead CTRI.
- 5) Support Lead CTRI in completing evaluations and progress notes to assess participant abilities and performance towards riders' goals.
- 6) Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- 7) Commit to continuing education in your field utilizing internal and external resources to ensure our programs sustain continual improvement.
- 8) Communicate clearly, honestly and respectfully with all staff, participants, parents and volunteers.
- 9) Attend required staff meetings and trainings.
- 10) Assist in developing and providing trainings for volunteers.
- 11) Assist with special events, including pre- and post-event tasks as assigned.
- 12) Perform equine evaluations and assist with ongoing equine management in relation to program needs and services.
- 13) Evaluate tack and equipment for horses and oversee equipment needs.
- 14) Work collaboratively with the leadership team in carrying out the mission of the organization and representing Grace.

**OTHER DUTIES ASSIGNED:**

Please note this job description is not a complete list of all activities, duties or responsibilities that are required for this position. Duties, responsibilities and activities may change as needs arise.

**Key Performance Indicators:**

- Effectively manage tasks and work collaboratively with others
- Generate cost savings through strategic purchasing of supplies, effective inventory management and effective use of resources
- Maintain high quality of all services provided; including the well-being of the herd, the cleanliness of the work environment, the safety standards practiced and administrative recordkeeping
- Provide creative and strategic input into equipment, supply and herd needs
- Be a positive team player who inspires others while being committed to the mission, vision and core values of Grace Under the Oaks