



Position Title: Horseback Riding Instructor

Responsible to: Camp Directors, Executive Director

Minimum Qualifications—

- High School graduate or equivalent
- Extensive experience in the care of horses
- Prior instructional experience
- Desire and ability to work with children and adults in camp setting
- Ability to creatively schedule programs, facilities, and staff
- Ability and experience in supervising staff and campers
- Enthusiastic leader, sense of humor, patience, self-control, strong supervisory and counseling skills
- Current CPR and First Aid certifications

Camp Goals—

Assumes full responsibility for the horseback riding program including: proper care, feeding, and grooming of 12 horses. Maintaining a clean, safe riding area, supervising and teaching of campers involved in the program, both in the ring and on the trails. Instruction to include western riding for North Woods and Pleasant Valley campers.

General Responsibility— To supervise other staff working with horses, both care and instruction. To see that every camper has a happy, rewarding, and safe first experience of riding in order to ensure a healthy attitude toward horses and riding later in life.

Specific Responsibilities—

- Maintain clean and safe riding equipment
- Ensure that horses are properly cared for: to include keeping horses clean, administering basic horse first aid and/or notifying Director, Outfitter, and Veterinarian (in that order) in case of illness or injury to an animal
- Instruct all campers in basic western riding, to include but not be limited to trail riding, trotting, and basic horsemanship
- Keep riding ring and stable area clean
- Keep fences repaired (report all repairs that are beyond Horseback Instructor's ability to Camp Director)
- Responsible for feeding and watering horses. Makes sure that adequate hay and grain are ordered and administered as per outfitter's feeding schedule
- In the event of a lost camper, will ride trails during camp search
- Keep trails cleared from falling trees, brush, and other hazards
- Maintain at all times every prudent and practical safety precaution possible in order to minimize risks inherent to the program while still maintaining high quality program standards
- To supervise counselors and Counselors-In-Training when they are assigned to assist in the program
- Stimulate and promote improvement of skills through a challenging program that is of interest to campers of all ages
- Encourage and help build camper confidence in horsemanship
- Report any and all injuries immediately. If a camper falls from a horse, the nurse and director are to be notified immediately. At least one hour of observation is recommended
- Assist in camp where needed on rainy days when riding can not be held
- Be involved in the total camp program ensuring a safe and happy camping experience
- Adhere to the personnel policies at all times and ensure that all personnel policies are adhered to by all those who report to the Horseback Riding Instructor.

Essential Functions—

- Ability to communicate and work with groups participation (age and skill levels), and provide necessary instruction to campers
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity
- Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives