



## ***PATH Certified Therapeutic Horseback Riding Instructor*** Position Description

**Job Title:** Instructor

**Purpose of Position:** To provide transformational-level class instruction in a safe manner, following LoveWay and PATH regulations and guidelines. Instructors operate daily with special needs clients to empower Therapeutic Riding (TR) and Equine Assisted Learning (EAL) classes. Instructors direct Lead and Side Walker Volunteers to ensure safe and impactful sessions tailored to the individualized needs of the rider.

**Requirements:** Minimum PATH Intl. registered level instructor certification. Must possess experience as an equine handler and knowledge of horse care. Must be certified in CPR and First Aid (or able to obtain). A bachelor's degree in psychology, social work, or a related field would be a plus.

**LoveWay's Core Values:** Transformation, compassion, inclusion, and commitment

**Key Responsibility Area:** TR and/or EAL Related Duties

1. Instructs and leads Therapeutic Riding and/or Equine Assisted Learning classes for LoveWay clients. Follows pre-planned lesson plan to ensure timely, efficient and impactful classes.
2. Maintains a safe program environment for students, horses and volunteers. Communicates safety plans often and clearly according to PATH standards.
3. Encourages progress and independence in students appropriate to their abilities. Able to challenge individuals to strive beyond the means. Inspiring.
4. Communicates with parents and teachers as needed, always in a positive, respectful manner and in-line with LoveWay's core values.

**Key Responsibility:** Volunteer Interaction

1. Direct TR and EAL Lead and Side Walker Volunteers in a positive, respectful manner before, during, and after classes. Empower Volunteers to provide the best possible experience for the rider.
2. Assist in the training, orientation, and ongoing education opportunities as designated to ensure Volunteer retention and appreciation.
3. Respond to Volunteer questions and concerns in a prompt manner knowing when to pass them up the chain of command.

**Key Responsibility:** Horse Care and Stable Duties

1. Utilize horses under scheduled direction of Equine Manager. Communicate weekly with EM regarding duties, concerns, etc.
2. Report any issues with horses to the Equine Manager as soon as possible.



3. Assist in maintaining orderly stalls, barns, equipment and arena by directing Volunteers in appropriate cleaning methods.

#### **Key Responsibility: Office Duties**

1. Maintain student record logs, rider evaluations and impact assessments, completing lesson plans, assisting with student paperwork, and perform of other duties as requested.
2. Engages in annual performance appraisals and continuing education opportunities' in fields related to LoveWay.
3. Attend staff meetings, LoveWay functions, and fundraisers as appropriate.
4. Other office duties as assigned.

#### **Personal and Professional Attributes**

1. Respectful communication to staff, volunteers and clients.
2. Proven ability to multi-task, prioritize, and organize.
3. Communicate all problems and concerns through chain of command.
4. Abide by Client Confidentiality Agreements.
5. Represent LoveWay in a positive and professional manner.

#### **Work Environment:**

LoveWay is a therapeutic equestrian center sitting on 29 acres of property in Middlebury, Indiana. Instructors are required to perform the physical duties associated with maintaining a horse stable. This includes and is not limited to lifting up to 40 pounds, walking for extended periods of time, cleaning horse stalls of manure, turning out and bringing in horses, and feeding and watering horses. Traditional office duties apply as well, including sitting at a desk and sharing office space.

**Reporting Requirement:** Instructors report directly to the Programs Manager. Instructor positions are part or full time and require flexibility in scheduling. Instructor positions are hourly, nonexempt and subject to overtime pay.

Interested persons should send a cover letter explaining their desire to work for LoveWay and a resume to Executive Director Eric Pianowski ([eric@lovewayinc.org](mailto:eric@lovewayinc.org)).