



## **PATH Certified Instructor**

### *Position Description, Duties & Responsibilities*

**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). 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.

#### **Key Responsibility Area:**

1. Instructs and leads Therapeutic Riding 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.
5. Assist Director of Equine Development when needed
6. Assist Lead Instructor when needed
7. Point person for PATH Center re-accreditation and compliancy. Provide staff with any updates or changes that need to be implemented to be compliant. Maintains Manual. Complete all needed education for PATH Center re-accreditation.
8. Maintain / update PATH Manual
9. Equivibe Management

#### **Key Responsibility:** Volunteer Interaction

1. Direct TR 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.
4. Equivibe point person. Educate, train and prepare approved staff for equine therapy on the equivibe. Oversea equivibe log and notify Director of Equine Development of any issues pertaining to the equine or staff utilizing equipment. Personally assess each horse for targeted therapy plan.

**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.
5. Maintain bulletin boards for student / volunteer / teacher awareness and education of program.
6. Maintain street sign for updated communication at roadway

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

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

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Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_