



## Job Description PATH CTRI - Instructor

Last Updated: 5.6.2022

**Department:** Programs  
**Supervisor:** LEAD PATH Instructor  
**Classification:** Full Time/Hourly/Non-Exempt  
**Hours:** 40 hours per week

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### DESCRIPTION:

The PATH Instructor provides transformational-level class instruction in a safe manner, following LoveWay and PATH Intl. regulations and guidelines. Operate daily with special needs clients to empower Equine Assisted Learning. Direct Horse Lead and Side Walker volunteers to ensure a safe and impactful sessions tailored to the individual needs of the rider.

### REQUIREMENTS:

1. Minimum PATH Intl. CTRI level certification.
2. Must possess experience as an equine handler and knowledge of horse care.
3. Must be certified in CPR and First Aid (or able to obtain).
4. A bachelor's degree in psychology, social work, or a related field is a plus.
5. A flexible schedule as determined by the Executive Director.

### RESPONSIBILITIES:

#### Class Instruction:

1. Instructs and leads EAL 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 Intl. 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 the Director of Equine Development when needed.
6. Assist fellow PATH Instructors when needed.

#### Volunteer Interaction:

1. Direct EAL Horse 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.

Horse Care and Stable Duties:

1. Utilize horses under scheduled direction of the Director of Equine Development. Communicate weekly with the Director of Equine Development regarding duties, concerns, etc.
2. Report any issues with horses to the Director of Equine Development as soon as possible.
3. Assist in maintaining orderly stalls, barns, equipment, and arena by directing volunteers in appropriate cleaning methods.
4. EquiVibe assistance when needed.

Office Duties:

1. Maintain student record logs, rider evaluations, and impact assessments, completing lesson plans, assisting with student paperwork, and perform other duties as requested.
2. Engage 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. Maintains and updates LoveWay policy manual. Informs staff of additions/changes.
6. Responsible for maintaining and updating PATH Intl. standards binder.
7. Assist the Program Coordinator as needed.

**PERSONAL AND PROFESSIONAL ATTRIBUTES:**

1. Respectful communication to staff, volunteers, and clients.
2. Proven ability to work hard, 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.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The physical demands and work environment described herein are those that must be met by said employee to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities.

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*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.*

**I have received a copy of and agree to work within the guidelines of this Job Description.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_