



Job Description Program Coordinator & PATH Instructor

Last Updated: 05/05/2022

Department: Programs
Supervisor: Executive Director
Classification: Full Time/Hourly/Non-Exempt
Hours: 40 hours per week

DESCRIPTION:

This position is responsible for the overall coordination and management of all program riders/ participants. Responsibilities include program development, implementation and evaluation, all aspects of quality assurance, program outreach and collaboration building, identifying and implementing innovative new program services, program-related budget planning and implementation, and managing therapeutic riding instruction according to PATH standards and LoveWay policies/guidelines. Places priorities on safety for all involved in programming. Leads and manages the Summer Camp program. Instructs in classes as needed. Provides transformational-level class instruction in a safe manner, following LoveWay and PATH regulations and guidelines. Instructors operate daily with special needs clients to empower Equine Assisted Learning. Instructors direct Horse Lead and Side Walker volunteers to ensure safe and impactful sessions tailored to the individualized needs of the rider.

REQUIREMENTS:

PATH Instructor:

1. Experience working with special needs individuals.
2. Minimum PATH Intl. CTRI level certification.
3. Must possess experience as an equine handler and knowledge of horse care.
4. Must be certified in CPR and First Aid (or able to obtain).
5. A bachelor's degree in psychology, social work, or a related field is a plus.
6. Ability to work outside in varying temperatures year-round and to be on your feet for long periods of time.

Program Coordinator:

1. A High School Diploma or GED is required. Some college or pursuit of higher education preferred.
2. Minimum of 1-year experience in a similar role.
3. Ability to effectively communicate and engage volunteers, participants, and staff members effectively.
4. Ability to coordinate and supervise staff and the overall operations if needed.
5. Ability to communicate clearly and effectively through verbal and written methods.
6. Ability to motivate people and maintain functional positive working relationships with co-workers and modeling appropriate problem-solving skills.

7. Knowledge of all Microsoft Office programs, Outlook, and Equiforce.
8. Desire and ability to set personal goals to improve on one's self, including a priority for self-care.

RESPONSIBILITIES:

Program Coordinator:

1. Manages the implementation and maintenance of client records and file system.
2. Provides assessments of the skills, abilities, needs and eligibility of program candidates based on PATH standards.
3. Scheduling of all program classes for the year.
4. Communicating effectively with parents and teachers for student placement in class.
5. Communicates with staff on any changes/updates to classes, participation from participants, programming issues and policy changes.
6. Takes lead on all paperwork, trial rides, communication and placement for new/potential participants.
7. Takes lead on all communication with teachers/parents for class cancelations.

PATH Instructor:

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.

Office Duties:

1. Maintain record logs (online and hard copy), student evaluations, lesson plans, impact assessments, student paperwork, privacy forms, and perform other duties as requested.
2. Works with Volunteer Coordinator and PATH Instructors to provide ongoing trainings as needs are identified.
3. Assist with work groups and fundraising events as needed.
4. Maintain helmet inventory and order replacements as needed.
5. Attend staff meetings, LoveWay functions, and fundraisers as appropriate.
6. Other office duties as assigned.

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.

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: _____