



Job Description Instructor & Equine Assistant

Last Updated: 10/24/2022

Department: Programs & Equine
Supervisor: Lead PATH Intl. CTRI & Director of Equine Development
Classification: Full Time/Hourly/Non-Exempt
Hours: 40 hours per week

DESCRIPTION:

Instructor – Responsible for learning and developing skillset to follow all aspects of PATH Intl CTRI requirements. Ensures the safety of riders, volunteers, staff, equines and other participants of the program while assisting with instruction of program lessons to participants. Assist with all aspects of care for the program herd. Other duties as assigned.

Equine Assistant – Assists the Director of Equine Development in all areas of herd and facility management, along with performing the day-to-day feedings/maintenance and care of the LoveWay equine staff.

REQUIREMENTS:

Instructor:

1. Must be 18 years of age or older.
2. Requires High School Diploma or equivalent.
3. Five (5) years of previous equine experience preferred.
4. Must hold current CPR and First Aid certification
5. Must have intermediate or advanced level horsemanship skills
6. Must be able to follow all LoveWay and PATH Intl. policy's and standards.
7. Must pass a background check
8. Must be physically able to mount and dismount participants, walk and jog for extended periods of time, handle extreme temperatures and lift necessary lesson equipment.
9. Must greet participants/volunteers/staff in a professional and welcoming manner.
10. Must exhibit strong communication skills.

Equine Assistant:

1. Working knowledge of and experience with equine.
2. Punctuality, dependability, high attention to detail with organizational and prioritizing skills.
3. Demonstrates strong problem-solving skills and ability to use sound judgement.
4. Weekends and holidays hours required as needed.

INSTRUCTOR RESPONSIBILITIES:

Class Instruction:

1. Insuct with teaching safe and goal-oriented riding lessons, following LoveWay policies and procedures.
2. Develop skills to evaluate and document the abilities of assigned students and demonstrate an understanding of their disabilities.
3. Provide prepared written lesson plans for each participant assigned.
4. Keep notes of progress on database to track rider progress through evaluations for each student taught.
5. Select appropriate equines for classes and students.
6. Set-up and take-down of equipment before and after lessons, including putting away all toys and other equipment used during lessons.
7. Inspect scheduled equines prior to each class for usability.
8. Maintain barn, arena, hay barn and property to ensure clean, safe and presentable.
9. Communicate effectively and thankfully with volunteers

Office Duties:

1. Assist with maintaining client and equine records.
2. Assist in maintaining facility to PATH Intl. Premier Accreditation standards.
3. Assist with other office duties as requested.
4. Assist with volunteer trainings.

EQUINE ASSISTANT RESPONSIBILITIES:

Feeding Equine Staff:

1. Comply with posted/written instructions for equine care and feedings.
2. Using the designated ATV, feed outside paddocks and inside stalls as specified, at the specified times of 6:30 am and 3:00 pm.
3. Call the Director of Equine Development (or the Executive Director if Director of Equine Development cannot be reached) in case of:
 - a. Injury/illness or abnormal behavior of horse.
 - b. Questions about changes in posted procedures or information.
 - c. Problems with fencing, shelters, pastures, etc. that might cause immediate harm.
4. Notify the Director of Equine Development as soon as possible if you cannot feed as scheduled.
5. Contact the Director of Equine Development (or the Executive Director if the Director of Equine Development cannot be reached) before making any changes to posted procedure.
6. Do not ride, exercise, school, or train the horses unless otherwise instructed.
7. Assist with horse medications and veterinary care as needed.

Barn & Equipment Duties:

1. Maintain orderly stalls, barns, and equipment (Kubota & gator) efficiently.
2. Return any equipment used to its designated area and in good working order.
3. Organize and maintains the feed room, tack room, hay barn, maintenance room, and wash bay.
4. Notify Director of Equine Development of any needed supplies.

5. Manage EquiVibe schedule for herd and be point person for Instructor feedback on herd soreness.
6. Dragging arenas and pastures as needed.

General Duties:

1. Arrive on time and ready to perform Feeder duties. Dependable transportation is important.
2. Perform only the duties you are trained and authorized to handle.
3. Do not bring or allow unauthorized persons onto the property without prior approval.
4. Assist in horse saddle fitting.
5. Manage fly masks for herd, including cleaning, ordering, and ensuring each equine that needs one has one.
6. Exercise riding as requested by the Director of Equine Development.
7. Maintain and update equine first aid kit, including contact info for leased horses.
8. Oversee Barn Assistants: Train / Schedule / Provide all needed communication in respect to herd feeding, housing, care etc. / Responsible for providing substitutes for feeding staff 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.

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: _____