

**Colorado Therapeutic Riding Center, Inc.**  
**- Job Description -**

**Position Title:** Therapeutic Riding Instructor

**Date:** June 2017

**Reports to:** Head Instructor

**Job Duties:**

**Instruction:**

- Instruct all assigned riding classes in a timely, professional, effective and safe manner
- Adhere to all PATH, Intl. guidelines pertinent to class instruction
- Develop and implement appropriate individual rider goals for each rider (Consultation with the appropriate individuals may be necessary – e.g. Program Coordinator, health professionals, family members, educators, and social workers)
- Complete all required paperwork in a timely and professional manner
- Serve as a mentor to Instructors in Training
- Select appropriate tack and adaptive equipment for horse and rider teams
- Oversee and check all grooming and tacking
- Perform appropriate, correct, and safe mounting and dismounting procedures
- Ensure that all lessons begin and end on time
- Manage volunteers who assist in your lessons
- Maintain neat and orderly arena, tack room, and office areas
- Pursue pertinent ongoing training and professional development

**Program Maintenance:**

- Assist in maintaining a quality therapeutic riding program at CTRC
- Represent CTRC to participants, volunteers, and to the public in a positive, supportive, and professional manner
- Responsible for keeping up to date on inter-CTRC communications (e.g. attending Staff and Instructor meetings)
- Be knowledgeable and qualified to handle operating center emergencies.
- Maintain required communication with support staff (i.e. Program Coordinator, Barn Manager, Volunteer Coordinator...)
- Check Rider/Volunteer Cancellation voice mail as needed
- Ensure that all classes run smoothly, safely, and on time by providing support for fellow instructors including but not limited to general office support, radio buddy duties, arena set-up and take down, and helping with mounting/dismounting when necessary
- Routinely inspect and ensure that equipment (helmets, props for ring, tack) is meeting program needs and is orderly
- Assist with maintenance of arenas – ensure that they are clear and free of debris and that all mounting blocks and ramps are clean and in safe condition. Assist with arena watering as assigned
- Tack cleaning and inspection
- Assist with the coordination and implementation of special events (e.g. clinics, OSWC's...) hosted at CTRC
- Research and develop new ideas for lesson curriculum
- Assist in collecting and writing rider achievement awards
- Adhere to all policies and procedures as stated in the Program Operations Manual

**Volunteer Management:**

- Maintain an environment conducive to volunteer safety
- Communicate with volunteers in a positive and respectful manner
- Solicit volunteer feedback and encourage volunteer interaction on a consistent basis.
- Ensure quality volunteer performance through ongoing training, evaluation, and recognition
- Attend yearly a Volunteer Training session and Horse Handling Clinic

**Professional Behavior:**

- Represent CTRC in a positive and professional manner.
- Maintain safety as CTRC's paramount concern. Place safety first in all actions and activities.
- Promote and support an effective team environment, including adherence to Ethical Communication practices with staff, participants, volunteers and community members.
- Demonstrate respect, interest, compassion and caring for program participants, volunteers and community members.
- Know, and abide by, CTRC's Operating Policies and Procedures.
- Know, support and promote the Mission, Values and Goals of CTRC.
- Attend and participate in all staff meetings.