

Camp Wonderful

Job Description

Job Title: **Horseback Riding Assistant**
Incumbent:
Classification: ***Nonexempt (Seasonal)***
Reports to: *The position generally would report to a Horseback Riding Director.*

Position Purpose:

To further the mission of the camp through assisting in the development and delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Assist in the care and maintenance of the horses and related equipment.

Essential Job Functions:

1. With the Horseback Riding Director, develop and deliver a horse program that is appropriate for the ages and abilities of the campers.
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers.
 - ♦ Deliver progressive horseback riding activities.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Assist in the evaluation of the success of the horseback riding program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - ♦ Assist in the implementation of staff training for horseback riding including rules of the trail, barn, and arena and safety equipment.
 - ♦ Train other staff in their responsibilities when horseback riding.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Be knowledgeable about the horse ring and arena and trails available for horseback riding.
3. Assist in the care and maintenance of the horses and related equipment.
 - ♦ Maintain the horse equipment including all tack, stalls, etc.
 - ♦ Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - ♦ Assist in packing all materials and supplies at the end of the season.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events.

Relationships:

Program Specialists often have direct relationships with the counseling staff and may actually serve as a Counselor with a camper group when not on duty at the riding area. Note should be made of the role of the maintenance staff in regard to this position and the care of the horseback riding equipment. Most often the health care and emergency plan outlines the relationship between the health care staff and the Horseback Riding Director and the Horseback Riding staff for emergency management and care due to the high risk of this area.

Equipment Used:

Identify the specific equipment to be used. If possible note the size of the horse herd and the past experience with the horses.

Qualifications: *(Minimum Qualifications and experience)*

- ♦ Current certification in horseback riding or equivalent. *Be aware of the instructor levels provided through agencies such as the Certified Horsemanship Association and the American Association of Horsemanship Safety.*
- ♦ Current certification in first aid and CPR. *Advanced certification may be required based on activity location and possible off-site trail rides.*
- ♦ Documented training and experience in horseback riding.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in teaching children horseback riding.
- ♦ Desire and ability to work with children outdoors in varied conditions.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a Horseback Riding position could be endurance including sitting on a horse for extended time, some bending, stooping, and stretching. Requirements for eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat.