

Simple Changes Instructor/Volunteer Coordinator

Full-time, exempt position

Typically 5 days per week, some additional time may be required

Contact: Corliss Wallingford info@simplechanges.org

Job Description

- Therapeutic Riding Instructor
- Volunteer Coordinator
- Program Assistant
- Administrative Assistant

Qualifications

- Holds CTRI certification or above, with at least 3 years of experience in EEAT
- Minimum of 2 years teaching therapeutic/adaptive riding as a CTRI
- Holds, or working toward within one year of employment, PATH Intl. Equine Specialist in Mental Health & Learning certification
- Advanced horsemanship skills and intermediate/advanced riding skills
- Supervisory experience with volunteers
- Excellent organization and time-management skills
- Strong technology skills – data base management, potential volunteer online scheduling
- Ability to work as a team player in a busy environment
- Ability to work calmly under pressure

Essential Functions -- Instructor

- Teach therapeutic/adaptive riding lessons, typically in groups of 2-4 riders
- Presence as CTRI at hippotherapy sessions
- Know strengths and weaknesses in horses in order to appropriately match them with riders, hippotherapy clients and in all EEAT activities
- Create strong lesson plans serving a variety of rider abilities
- Maintain progress notes on riders
- Effectively evaluate safety of tack and equipment prior to each lesson

- Follow all Simple Changes procedures with a professional attitude at all times
- Monitor horse wellness, especially during lessons. School horses when appropriate.
- Be a resource and/or supervisor for Lesson Assistants

Essential Functions – Volunteer Coordinator

- Recruit volunteers for lessons – maintaining all Simple Changes volunteer requirements
- Train volunteers to the standards of Simple Changes activities
- Schedule volunteers for lessons, hippotherapy and all EEATs.
- Maintain volunteer paperwork
- Develop plans for ongoing volunteer education and motivation
- Investigate, and potentially implement, online program for scheduling volunteers
- Manage volunteers and volunteer termination

Essential Functions – Program Assistant

- Help maintain rider paperwork under direction of Program Director

Essential Functions – Administrative Assistant

- Prepare annual Simple Changes calendar by November of each year
- Maintain volunteers and riders in NEON database
- Manage ordering of Simple Changes merchandise
- Social media – manage and implement SC Facebook and Instagram accounts
- Work with ED to prepare semi-annual or quarterly messages to SC email list

Essential Functions – Facility

- Be a resource for/supervisor barn staff – ensuring SC's high standards of care for horses, equipment and facility.