

# CERTIFIED THERAPEUTIC RIDING INSTRUCTOR JOB DESCRIPTION



**Position Summary:**

Provide safe, organized and high quality private and/or group horseback riding lessons to clients with disabilities. This includes supervising assistant instructors, conducting client assessments, creating lesson plans and providing lessons. CTRI is also required to supervise during hippotherapy treatments. A primary function of this and every other job is to ensure that each client, volunteer, and visitor receives the highest caliber of service.

**Part-Time Position:**

- Hours worked not to exceed 30 hours per week.
  - Riding Season (*April-October*) -- at least 70% of hours worked must be providing lessons
  - Off Season (*November-March*) -- approximately 10 hours per week are available to work horses and assist the Executive Director with program development.
- CTRI to submit bi-monthly hours worked to the Executive Director; if the Executive Director is also a CTRI then he / she will submit hours to the Board of Directors.
- *Pay rate increases based on years of experience as long as a minimum of 30 hours per year has been completed.*

**Hourly Rate is based on Strides payscale:**

**Position Supervisor:** *Executive Director who will perform at minimum an annual review of CTRI.*

	Yrs Experience	Pay per Hour	Qualifying Certifications (pay raise caps at 2)	Certifications (refer to pay scale)
<b>TRI / CTRI</b>	< 3	\$20.00	\$1.00	CTRI (new terminology)
	3	\$22.67		TRI (old terminology)
	4	\$24.00		
	5	\$25.33		
	6	\$26.00		
	7	\$26.67		
	8	\$27.33		
	9	\$28.00		
	10	\$28.67		
	11+	\$29.33		
	20+	\$30.67		
			<b>Qualifying Certifications for pay raise</b>	
			ES (equine specialist in mental health & learning)	
			D (therapeutic driving instructor)	
			IV (interactive vaulting instructor)	
			M (mentor)	

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## **Job Responsibilities:**

1. Create a nurturing, positive and professional environment while:
  - a. Promoting program policies and procedures for clients, volunteers & staff
  - b. Implementing and supervising risk management protocols for clients, volunteers & staff
  - c. Completing client evaluations
  - d. Teaching lessons as scheduled
  - e. Supervising horses during hippotherapy treatments
2. *Before the lesson:*
  - a. Develop goals and objectives for each client.
  - b. Develop a lesson plan, obtaining materials needed for the lesson.
  - c. Assign volunteer roles in consultation with volunteer coordinator.
  - d. Determine tack necessary for each horse/client.
  - e. Know the location of the barn equine first aid kit.
  - f. Set up the arena with the help of volunteers.
  - g. Fill in the assignment board: post on the board the list of horse/volunteer/client teams for the session
3. *Lesson procedure:*
  - a. Communicate the lesson plan to volunteers before class begins, either by posting the written plan or by holding a short meeting with volunteers before the lesson.
  - b. Lead the group through the class, attending to each individual client's needs.
  - c. Approve individual client's activities if they differ from the lesson plan.
4. *After the lesson:*
  - a. Discuss lesson with client / guardian
  - b. Put away equipment in the arena with the help of volunteers and leave the arena as it was before the lesson.
  - c. Supervise / complete untacking of horse & putting tack away
  - d. Evaluate the lesson using input from volunteers as appropriate
  - e. Write progress notes on each individual client pertinent to goals and objectives.
5. *Emergency procedure:*
  - a. The instructor is in charge of critical decision making and delegation of appropriate tasks in any emergency situation or safety concern.
  - b. The instructor is responsible for handling horse injuries and determining if a vet should be called.
  - c. The instructor should immediately report any concerns to the Executive Director.
6. Complete continuing education as required for certification.
7. Communicate clearly, honestly and respectfully with all clients, volunteers & staff
8. Attend required staff meetings and training.
9. Assist in development and execution of volunteer training.
10. Supervise, evaluate, and mentor Interns and Instructors-in-Training.
11. Assist with special events including pre and post event tasks as assigned.
12. Assist Horse Evaluation Committee as requested.

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## **Qualifications:**

1. PATH Intl. Registered level certification or above
2. Working knowledge of disabilities and PATH Intl. standards
3. Excellent interpersonal communication skills
4. Demonstrated history of responsibility, dependability, and maturity
5. Clear understanding of organizational risk management standards
6. Current First Aid and CPR certification
7. Demonstrate proficient riding skills in Western or English as well as proficiency in ground work.
8. Ability to be flexible, creative and adaptable to situations
9. Ability to safely lift 50 pounds and sustain low aerobic activity for 30 consecutive minutes (fast walking). Some accommodations are possible.
10. Valid Driver's License and carry own auto insurance
11. Commitment to a positive, fun and team-oriented working environment

# CERTIFIED THERAPEUTIC RIDING INSTRUCTOR JOB DESCRIPTION



## QUARTERLY / ANNUAL REVIEW

Employee Name: \_\_\_\_\_

Position: Instructor

Evaluation Date: \_\_\_\_\_

Return to: \_\_\_\_\_

**POSITION SUMMARY:** An Instructor for Strides will hold current PATH certification. Provide safe, organized and high quality private and/or group riding lessons to clients with disabilities in a safe, professional, and fun environment. This includes conducting client assessments, creating lesson plans and providing lessons in accordance with PATH guidelines and Strides's policies and procedures. CTRI is also required to supervise during hippotherapy treatments. A primary function of this and every other job is to ensure that each client, volunteer, and visitor receives the highest caliber of service. CTRI to assist with community relations and Strides related events when possible.

**SCALE:** 5 (*outstanding*) to 1 (*needs improvement*)

1. **ADMINISTRATIVE SUPPORT:** Holds current PATH certification. Provides feedback from families to administration. Conducts placement of clients into appropriate classes. Attends staff meetings, board and committee meetings when needed. Posts names of clients, equipment needed, horses and volunteers for each lesson. Communicates with volunteers what, if any, issues and special needs of clients are necessary. Documents any occurrences that could benefit or have a negative impact on the program.

5                      4                      3                      2                      1

Comments:

2. **RIDING INSTRUCTION:** Instructs clients to their capabilities and goals. Set up an arena for each day's classes. Keeps the arena and teaching areas safe, clean and conducive for learning. Briefs volunteers on the client's ability and needs. Creates lesson plans for each client and documents progress. Confers regularly with family/caregivers on a regular basis to assess progress towards goals. Maintains appropriate behavior and discipline according to facility policies and PATH standards. Checks equipment and horses constantly for maintenance, health and overall safety.

5                      4                      3                      2                      1

Comments:

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3. PROGRAM SUPPORT: Attends all staff meetings. Liaison between program and community. Keeps client paperwork current and confidential. Assists Equine Director in the health and exercise program for horses. Assists in planning and implementation of special events on and off ranch property when needed. Pursues continuing education and skills pertinent to adaptive riding.

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Comments:

4. COMMUNICATION and GENERAL TEAMWORK: Interacts professionally and politely when addressing families, staff, volunteers, and the general public. Works with a team at problem solving issues that arise and responds for the benefit of the program.

5                      4                      3                      2                      1

Comments:

5. MISSION EFFECTIVENESS: Seeing that the mission, goals, and safety of Strides are being carried out clearly through the program and on to the public.

5                      4                      3                      2                      1

Comments:

6. GENERAL TEAMWORK: Effective time management, communication skills, responsible, and keeping the team together and focused.

5                      4                      3                      2                      1

Comments:

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## SELF-EVALUATION FORM

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

1. What do you consider to be the top three priorities of your job as you understand them?
2. What do you see as your greatest accomplishments over this past review period?
3. What factors impacted your ability to perform your job during the last review period?
4. In what area(s) would you like to gain more experience, training or education?
5. What could you do to perform your job duties and assigned tasks more efficiently?
6. What can your supervisor or co-workers do to assist you in becoming more efficient?
7. For the upcoming year, list your goals / objectives and timeline to accomplish these goals.
8. What other comments or suggestions would you like to offer?