

**Job Title: Equestrian Instructor/Volunteer Coordinator**  
**Position Type: Full-time, Exempt**  
**Weekend, evening, night, and holiday work required**  
**Salary: \$29,870 - \$45,600**  
**Location: National Ability Center Ranch, Park City, Utah**  
**Supervisor: Equestrian Programs Manager**

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### Job Summary

Provide safe and high quality private and/or group horseback riding lessons to participants with or without a disability. This includes conducting participant assessments, creating lesson plans, providing lessons and schooling horses. Support the Equestrian Management Team with the daily functions of the Equestrian program. A primary function of this and every other job at the National Ability Center is to ensure that each member, guest and visitor of the National Ability Center receives the highest caliber of service.

### Major Tasks and Responsibilities

- Implement and supervise safety/risk management protocols in a caring and fun environment for participants, volunteers and staff.
- Coordinate volunteers: training and scheduling volunteers within the equestrian program- Including daily communication with volunteers, collaborate with instructors to understand participant support needs, and maintain volunteer paperwork and records to ensure compliance with all applicable PATH, Intl standards.
- Supervise and mentor equestrian specific interns.
- Teach adaptive, therapeutic and non-disabled riding lessons as well as Long Lining for Hippotherapy treatments as assigned.
- Conduct Pre-lesson activities as assigned such as complete participant assessments, create lesson plans, review progress notes, prepare for lesson activities, lunge horses.
- Conduct post-lesson activities such as discuss lesson with parents and volunteers, put tack away, write progress notes on each student, clean barn, feed horses.
- Complete evaluations and report cards to assess participant abilities.
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- Assist in daily care of horses as assigned: Schooling, feeding, medical care when necessary.

- Commit to continuing education in your field utilizing internal and external resources to ensure our programs sustain continual responsiveness and improvement.
- Communicate clearly, honestly and respectfully with all staff, participants, parents and volunteers.
- Attend required staff meetings and trainings.
- Assist with special events including pre and post event tasks as assigned.
- Assist Equestrian Management Team as requested.
- Assist with summer camps and special groups.
- Assist in orchestrating National Ability Center Horse Show.

### **Required Knowledge and Qualifications**

- PATH Registered level certification or above
- Previous experience teaching horseback riding lessons
- Previous experience working with people with disabilities
- Working knowledge of disabilities and PATH standards
- Excellent interpersonal communication skills
- Demonstrated history of responsibility, dependability, and maturity
- Clear understanding of organizational risk management standards
- Current First Aid and CPR certification
- Riding skills in western and/or dressage
- Ability to be flexible, creative and adaptable to situations
- Ability to consistently lift, carry and load adaptive and other sports equipment that may weigh 50 or more pounds, and sustain aerobic activity for 20 consecutive minutes.
- Valid Utah State Driver's License; must verify own auto insurance
- Commitment to a positive, fun and team-oriented working environment

### **Benefits**

- Medical, dental, long-term disability, paid time off, paid holidays and other benefits as outline in the employee handbook