

Job Title: Equestrian Programs Manager

Position Type: Full time, Exempt

Salary: \$37,000 - \$59,500

Location: National Ability Center Ranch, Park City, Utah

Supervisor: Associate Program Director

Job Summary

The Equestrian Programs Manager is responsible for the planning, development and implementation of all Equestrian related programs, including but not limited to the following: Adaptive Riding, Hippotherapy, and Equine Assisted Learning. A primary function of this and every other job at the National Ability Center is to ensure that each member, guest and visitor of NAC 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.
- Develop and manage relationships with potential program participants and referring agencies.
- Oversee scheduling of programs.
- Oversee management non-session groups, such as Discovery Camps and all special groups.
- Manage all Equestrian program coordinators and interns.
- Ensure quality of programs and compliance with PATH and AHA standards.
- Manage horse intake and retirement in line with identified program needs.
- Oversee horse scheduling.
- Create, promote and implement policies and procedures related to horse schooling/training.
- Oversee horse training and schooling program.
- School/train program horses.
- Assist in feeding and care of horses when needed.
- Support Communications Team with program special events.
- Sit on Equestrian Advisory Committee and publish meeting notes.
- Teach/assist with riding, EFL, and Hippotherapy lessons as needed.
- Coordinate with Competition and Program Events Manager on Para dressage competitions, the Annual Horse Show & Special Olympics.
- Coordinate with Training and Education Manager to develop and provide continuing education opportunities for Equestrian program staff as well as provide continued coaching to improve staff teaching/facilitation skills.
- Promote and exemplify program policies and procedures amongst staff, volunteers and community.
- Communicate clearly, honestly and respectfully with all staff, participants, parents and volunteers.
- Manage Equestrian Program staff meetings and publish notes from each meeting.
- Oversee management of participant files, progress notes and evaluations.

- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- Commit to continuing education in your field utilizing internal and external resources to ensure our programs sustain continual responsiveness and improvement.
- Attend required staff meetings and trainings.
- Work with Program Director on annual planning, including budget, forecasting and program goals.
- Work with Marketing/Outreach on Program promotion plan to ensure achievement adequate participation levels.
- Maintain program inventory, including notes about condition.
- Maintain program equipment wish list and update regularly.
- All other duties as specified.
- Participate fully as a member of the National Ability Center staff team.
- Comply with National Ability Center safety and health policies and procedures.
- Other duties as identified.

Required Knowledge and Qualifications

- B.A. or B.S. Degree in Therapeutic Recreation or related field or equivalent experience.
- PATH Advanced level certification or ability to acquire this level within 6 months.
- PATH Equine Specialist in Mental Health and Learning certification preferred.
- Minimum of 5 years horse management, health care, riding, and training.
- Working knowledge of disabilities.
- Excellent communication and organizational skills.
- Ability to work and make decisions independently.
- A minimum of 3 years of supervisory responsibilities.
- A minimum of 3 years of teaching adaptive equestrian lessons.
- Excellent interpersonal communication skills.
- Demonstrated history of responsibility, dependability, and maturity.
- Clear understanding of organizational risk management standards.
- Working knowledge of email and Microsoft Office applications.
- Technical expertise in the field.
- Current first aid and CPR certification.
- Working knowledge and skills with PATH, AHA and EAGALA practices and standards.
- Valid Driver's License; must verify own auto insurance.
- Commitment to a positive, fun and team-oriented working environment.
- Ability to organize and manage multiple priorities.
- Demonstrated ability to work productively and collaboratively within a team.
- Flexible with a strong work ethic and an entrepreneurial spirit to accommodate multiple responsibilities and shifting priorities.
- Ability to work well with others and motivate people.
- Demonstrated history of responsibility, dependability, and maturity.
- Ability to positively receive and provide job coaching for personal development.
- Valid 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 outlined in the employee handbook