

CLASS CODE: 534604
HOURLY RATE: \$11.33
UNIT: Excluded
FLSA: Non-exempt

Assistant Riding Instructor

Distinguishing Features of the Class:

Under general supervision, provides instruction on safe riding practices and techniques, horsemanship, and the proper care and treatment of horses. Schedules use, maintains records related to individual riding and riding program activities; assists in the development and implementation of programs; assists in the care of horses, cleaning of stalls, and removal of manure. Reports to the Equestrian Center Manager or Barn Supervisor as directed.

The Equestrian Center operates on a 7 day per week schedule including evenings, weekends and holidays. This position involves manual labor.

Illustrative Examples of Duties:

1. Provides both individual and group instruction on safe riding practices and techniques, grooming, saddling, and related horse care, and horse behavior to persons with varying riding experience and familiarity with horses; demonstrates techniques while on horseback and on the ground as needed; provides suggestions to riders to improve their skills.
2. Selects and prepares horses for lessons, assessing each horse to determine its suitability for the type of lesson being offered and the experience level of the rider; continually evaluates and identifies any potential behavioral or health issues impacting the horse's suitability for lessons, takes remedial actions as necessary.
3. Develops/implements plans for individual and group lessons, ranging from basic to advanced riding skills and horsemanship instruction; modifies plans as required to adjust to the rider's needs, and previous experience.
4. Collects, maintains and prepares documents and records including but not limited to release forms, fee payments, lesson attendance, rider progress, horse health and behavior, and facilities/premises safety.
5. Assists with monitoring/evaluating facilities/premises to ensure they are safe/well maintained; identifies safety hazards; takes immediate corrective action and/or brings hazards to the attention of appropriate staff to eliminate hazards; terminates lesson if necessary to protect the rider and/or the horse.
6. Brushes, trims, curries coat of horses; inspects horses for evidence of disease/injury; administers medication/treats horses in accordance with instruction from the Barn Supervisor.

7. Maintains stalls including water/feeding equipment; feeds/waters/exercises horses; cleans horse quarters, removes manure from paddocks/arenas, grounds.
8. Assists with monitoring volunteers in existing work methods/proper use of materials/equipment to ensure conformance with accepted standards.
9. Assists in coordinating stable events and development/implementation of recreational programs.
10. Provides assistance/information to the general public.
11. Assists with trail rides as needed.
12. Performs related duties as required.

Required Knowledge, Skills, and Abilities:

- Knowledge of proper care/grooming of horses.
- Knowledge of common horse diseases/injuries.
- Knowledge of instructional techniques and development of lesson plans.
- Knowledge of safe horseback riding practices and techniques.
- Skill in horseback riding.
- Ability to effectively demonstrate proper riding and horse grooming techniques to persons with varying riding experience and familiarity with horses.
- Ability to develop both individual and group lesson plans tailored to the needs, experience and goals of the rider.
- Ability to effectively adjust to new/changing techniques in working with horses and/or riders.
- Ability to identify disease or injury to horses and notify the proper person/s.
- Ability to recognize behavioral problems with horses.
- Ability to identify potential safety hazards/take appropriate action.
- Ability to remain standing for extended periods of time.
- Ability to react quickly and effectively to manage horse behavior.
- Ability to successfully match riders with suitable horses.
- Ability to monitor the work of volunteers.
- Ability to effectively communicate orally and in writing.
- Ability to collect information, maintain accurate records and prepare reports.
- Ability to establish/maintain effective working relationships with co-workers, representatives of other organizations, volunteers, and the general public.
- Ability to work a flexible schedule including evenings, weekends and holidays.
- Ability to administer medication in accordance with instructions from the Barn Supervisor.
- Ability to work outside in varying weather conditions.
- Ability to lift/carry hay/feed/supplies weighing up to 50 pounds.
- Ability to obtain/maintain certification in CPR and First Aid.

Training and Experience:

- High School education or equivalent, and
- Minimum of six months of experience with the care/boarding of horses, or
- Any equivalent combination of training and experience which will have provided the required knowledge, skills, and abilities.
- Certification in equestrian instruction preferred but not required.

Special requirements:

- Must be a minimum of 18 years of age.
- Pre-employment physical examination is required.
- A criminal background check is required.
- A drug screen may be required prior to final offer of employment.

Adopted: 9/21/11
Revised: 03/25/13