

CLASS CODE: 534603
PAY GRADE: 6
UNIT: Excluded
FLSA: Non-exempt

Riding Instructor

Distinguishing Features of the Class:

Under general supervision, performs activities related to the instruction of riders and the care/boarding of horses and the care/maintenance of stable facilities, and surrounding grounds. Responsible for the care of horses, cleaning of stalls, removal of manure, and minor equipment maintenance; schedules use, maintains records related to program activities; assists the Equestrian Center Manager in overall management of equestrian programs including specialized programs; assists in the development/implementation of programs; coordinates/directs seasonal workers/volunteers and client care providers; may oversee concessionaire activities. Reports to the Equestrian Center Manager.

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

Illustrative Examples of Duties:

1. Participates in/coordinates the instructional activities of riders, seasonal workers/volunteers engaging in riding programs and the care of horses.
2. Provides both individual and group instruction on safe riding practices and techniques, grooming, saddling, and related horse care, horse behavior and the recognition of behavioral or attitude problems to persons with special needs and their caregiver/s and others with varying riding experience and familiarity with horses; demonstrates special mounting and dismounting techniques; provides suggestions to riders to improve their skills.
3. Selects and prepares horses for lessons, assessing each horse to determine its suitability for the type of lesson being offered and the special needs 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.
4. Develops/implements curriculum for basic riding skills instruction and horsemanship; utilizes creative teaching techniques directed at the needs of persons with emotional, mental and/or physical disabilities and others; continually evaluates the suitability of the instruction to the needs of the rider; modifies plans as required to adjust to changing needs; researches specific emotional, mental and physical disabilities as needed to develop/modify lesson plans.
5. Communicates with parents/guardians and care givers to provide information, answer questions, and assess individual capabilities and special needs.

6. 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.
7. Brushes, trims, curries coat of horses; inspects animals for evidence of disease/injury; administers medication/treats animal in accordance with instruction.
8. Maintains stalls including water/feeding equipment; feeds/waters/exercises animals; cleans animal quarters, removes manure from paddocks/arenas, grounds.
9. Monitors/evaluates facilities/premises to ensure they are safe/well maintained; identifies safety hazards; takes immediate corrective action to eliminate hazards.
10. Monitors/trains seasonal staff/volunteers in existing work methods/proper use of materials/equipment to ensure conformance with accepted standards; provides safety training.
11. Coordinates stable events, assists in development/implementation of recreational programs; provides assistance/information to the general public.
12. Assists with trail rides.
13. Performs related duties as required.

Required Knowledge, Skills, and Abilities

- Knowledge of proper care/grooming of horses.
- Knowledge of treatment of common horse diseases/injuries.
- Knowledge of safe horseback riding practices and techniques.
- Knowledge of instructional techniques and development of lesson plans tailored to the needs, experience and goals of the rider.
- Knowledge of appropriate techniques to provide instruction on horseback riding to persons with emotional, mental and/or physical disabilities and others.
- Skill in horseback riding.
- Ability to identify disease or injury to horses.
- Ability to recognize behavioral problems with horses.
- Ability to successfully match riders with suitable horses.
- Ability to recognize capabilities and limitations of riders.
- Ability to effectively demonstrate proper riding and horse grooming techniques to persons with varying riding experience and familiarity with horses.
- Ability to effectively adjust to new/changing techniques in working with horses and/or riders.
- Ability to effectively handle horses.
- Ability to ride a horse.
- Ability to identify potential safety hazards/take appropriate action.
- Ability to develop lesson plans, events and programs.

- Ability to schedule, assign and prioritize work.
- Ability to plan, direct, and coordinate the work of seasonal staff/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, care givers, persons with emotional, mental and/or physical disabilities 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 lift/carry hay/feed/supplies weighing up to 50 pounds.
- Ability to remain standing for extended periods of time.
- Ability to work outside in varying weather conditions.
- Ability to obtain/maintain certification in CPR and First Aid.

Training and Experience:

- High School education or equivalent, and
- Two years of experience with the care/boarding of horses, or
- One year of experience providing riding instruction to persons with mental and/or physical disabilities or
- Any equivalent combination of training and experience which will have provided the required knowledge, skills, and abilities.
- Certification in equestrian instruction.
- PATH or equivalent certification.

Special Requirement:

- 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: 03/25/12