

CLASS CODE: 534605
PAY GRADE: 13
UNIT: Conservation Excluded

EQUESTRIAN PROGRAM SPECIALIST

Distinguishing Features of the Class:

Under general supervision, performs responsible duties related to the development, coordination and implementation of Equestrian Center activities/programs including the Therapeutic Riding Program for individuals with emotional, social, and behavioral challenges, the At Risk Youth Program and the Riding Camp; recruits, trains, schedules program volunteers and seasonal workers; assists the Equestrian Center Manager in researching available grant funds and preparation/administration of grant requirements. Provides instruction on safe riding practices and techniques, horsemanship, and the proper care and treatment of horses. The stable operates on a 7 day per week schedule including weekends. This position may on occasion be required to work evenings and weekends to accommodate lesson schedules.

Illustrative Examples of Work:

1. Works with the equestrian staff to develop, coordinate, implement and participate in Equestrian Center activities/programs including the Therapeutic Riding Program for individuals with emotional, social, and behavioral challenges, the At Risk Youth Program and the Riding Camp; coordinates with staff, organizations and sponsors to set up programs, acquire funding, provide information, answer questions, and assess individual capabilities/special needs.
2. Assists the Equestrian Center Manager in planning, marketing, promotion, fundraising and budgeting activities; conducts grant research, monitors/prepares grants, maintains recordkeeping and reporting.
3. Coordinates the volunteer/intern programs; recruits, and schedules volunteers; monitors/trains seasonal staff/volunteers in existing work methods/proper use of materials/equipment to ensure conformance with accepted standards; provides safety training.
4. Develops/implements plans for individual/group lessons to teach basic riding skills and horsemanship; utilizes creative teaching techniques, uses safe riding practices and techniques directed at the needs of persons with emotional, social, behavioral and/or physical challenges; continually evaluates the suitability of the instruction to the needs of the rider; modifies plans as required to adjust to changing needs.
5. Provides both individual/group instruction on safe riding practices/techniques, grooming, saddling, and related horse care, horse behavior and the recognition of behavioral or attitude problems to persons with varying riding experience and familiarity with horses; demonstrates special mounting/dismounting techniques while on horseback or on the ground as needed; provides suggestions to riders to improve their skills.
6. Selects and prepares horses for lessons, assessing each horse to determine its suitability for the type of lesson being offered and the 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.
7. 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.
8. Monitors/evaluates facilities/premises to ensure they are safe/well maintained; identifies safety hazards; takes immediate corrective action to eliminate hazards.

9. Brushes, trims, curries coat of horses; inspects horses for evidence of disease/injury; administers medication/treats horse in accordance with instruction; maintains stalls including water/feeding equipment; feeds/waters/exercises horses; cleans horse quarters, removes manure from paddocks/arenas, grounds as needed.
10. Assists with trail rides as needed.
11. Performs related duties as required.

Required Knowledge, Skills, and Abilities

- Knowledge of safe horseback riding practices/techniques.
- Knowledge of appropriate techniques to provide instruction on horseback riding to persons with emotional, social, behavioral and/or physical challenges.
- Knowledge of proper care/grooming of horses.
- Knowledge of treatment of common horse diseases/injuries.
- Skill in horseback riding
- Ability to prepare grant/contract documents.
- Ability to identify disease or injury to horses.
- Ability to effectively manage horse behavior/recognize behavioral problems with horses.
- Ability to schedule, assign and prioritize work.
- Ability to successfully match riders with suitable horses and recognize capabilities/limitations of riders
- Ability to identify potential safety hazards and take appropriate action.
- Ability to develop individual and group lesson plans for persons with emotional, social and/or behavioral challenges and others, tailored to the specific needs of the rider.
- Ability to remain standing for extended periods of time.
- Ability to react quickly to address horse/rider safety problems.
- Ability to 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 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 establish/maintain effective working relationships with co-workers, representatives of other organizations, volunteers, persons with emotional, social behavioral and/or physical challenges and the general public.
- Ability to work a flexible schedule including evenings, weekends, and holidays to accommodate lesson schedules.

Training and Experience:

- Two years of college or university training in animal science or related, and
- Two years experience in the care/boarding of horses including instructing individual or group riders, or
- High School education or equivalent, and
- Four years of experience in the care/boarding of horses including instructing individual or group riders, or
- Any equivalent combination of training and experience which will have provided the required knowledge, skills, and abilities.

Special requirements:

- Must be a minimum of 18 years of age.
- Certification in equestrian instruction.
- Must obtain/maintain certification in CPR and First Aid.