



Program Coordinator and Instructor Job Description

Job Title: Program Coordinator and Instructor

Reports to: Program Director and Head Instructor

Supervises: Team leaders, barn and program volunteers

Hours: 35-40 hours week, exempt. This position is required to work on Saturdays

Objective: The Program Coordinator and Instructor is responsible for assisting the Program Director and Head Instructor with program development, implementation, evaluation, record-keeping, and outreach, as well as provide high-quality, safe and innovative lesson instruction to program participants.

Qualifications:

- Must be twenty-one (21) years of age or older
- Must be a PATH Intl. Certified Therapeutic Riding Instructor (CTRI)
- Certification as an Equine Specialist in Mental Health and Learning preferred
- Bachelor/Associate degree preferred
- Must have a current First Aid/CPR certification at all times
- Must be proficient in Microsoft Word and Excel, experience in Equiforce (Salesforce) preferred
- Ability to communicate effectively and enthusiastically with others, with strong leadership and organizational skills
- Ability to work independently with minimal supervision and be flexible in a variety of circumstances
- Ability to make independent decisions and respond to immediate needs of participants/clients, emergency situations, and program needs
- Ability to meet required time commitment, be reliable and punctual, and manage time and multiple projects effectively
- Must always demonstrate an understanding, patient, and receptive attitude working with participants/clients of all ages in small and large group activities
- Must have proven horse knowledge and experience handling a variety of horses, including loading/unloading, horse transport, overall care, basic equine medical understanding for equine emergencies. Knowledge and/or experience with natural horsemanship is preferred
- Must be familiar with a wide range of medical conditions, diagnoses, precautions and contraindications related to working with people with disabilities
- Ability to supervise, manage, and mentor individuals working with the program (staff and volunteers)
- Ability to work outside in a variety of weather conditions and temperatures, and lift up to 50 pounds
- Must have reliable transportation and maintain a current driver's license
- Willingness to further education through workshops, clinics and related seminars

Responsibilities:

- Assists in the development, coordination, implementation and evaluation of Southern Reins' programs and community outreach
- Serve as initial point of contact for all new participant inquiries and manages all new participant paperwork, providing effective and timely communication to new service populations
- Performs specialized activities related to growing program objectives and developing program initiatives and protocols
- Provides positive communication, maintains a nurturing relationship, and ensures all safety protocols are followed for participants/clients, parents/caregivers/guardians, volunteers, and visitors
- Provides direct supervision of all individuals participating in during equine interactions while maintaining the highest possible degree of safety
- Assists Program Director and Head Instructor in the development of resource collateral, lesson session scheduling and communication with participants and families, and maintaining and planning participant schedules and placement of participants in appropriate lessons with the goal to maximize efficiencies
- Assists Program Director and Head Instructor with ongoing evaluation and improvement of all program services
- Ensures that all participant records are maintained annually and current, available in hard copy and electronically in Equiforce, and assists Program Director and Head Instructor to ensure lesson plans and progress notes are being logged and maintained by instructors and staff in Equiforce
- Coordinates lesson preparation with Team Leaders to ensure horses, tack, and volunteers are ready for the lesson
- Maintains attendance and horse usage logs weekly, and progress notes for each participant
- Assists in the grooming, tacking and schooling of horses/ponies to be used in the lesson program
- Reports lesson plans, preparation, and outlines to the Program Director and Head Instructor
- Represents Southern Reins at outreach events, and is responsible for ensuring volunteer support as needed
- Regularly analyzes effective program procedures with Program Director and Head Instructor
- Attendance at special events is mandatory to provide support and represent Southern Reins
- Other duties as assigned