



Adaptive Horsemanship Program Assistant

Position Overview

Eagle Mount Bozeman is a non-profit that provides adaptive recreation for people with disabilities and young people with cancer. The **Adaptive Horsemanship Program Assistant** is a year-round position that can be full or part-time. The Program Assistants support the preparation, delivery, and evaluation of adaptive horsemanship programming for Eagle Mount participants and families. This includes group lessons, private lessons, destinations lessons, classroom lessons and camps. The position is supervised by the Adaptive Horsemanship Director.

General Responsibilities:

- Adheres to all Eagle Mount policies, procedures, and guidelines (including PATH Intl standards); maintains confidentiality of all constituents.
- Represents Eagle Mount in a professional and courteous manner.
- Supports and advocates for the organization and its affiliated programs and partners.
- Maintains healthy relationships with Eagle Mount community including staff, participants, and volunteers.
- Promotes a culture of safety and risk management; maintains safety of all staff, participants, and volunteers.
- Exhibits patience, respect for others, appropriate stress management, and a desire to learn and grow.
- Completes required administrative duties, maintains required certifications, attends required meetings and staff training events.

Program Duties:

- Contributes to the development and delivery of programming and participant instruction.
- Lead community outreach activities (ex. Miniature Horse visits to nursing homes) and volunteer groups (ex. Junior Volunteers, Tack Cleaning Crew)
- Supervises volunteers to ensure safe, effective and fun experiences.
- Actively and thoroughly communicates program conditions to direct supervisor.
- As a PATH Instructor, or once certified, teaches horsemanship to participants, ensuring they are safe and engaged.
- Responds to organizational requests and electronic communication in a timely and professional manner.
- Accurately records, enters, and manages program, participant and volunteer data and progress notes.

Herd/Facilities Duties:

- Supports horse care activities, including feeding, grooming, and maintenance of stalls and pastures.
- Help maintain program facilities, equipment and supplies.
- Assists with recruitment, training, motivation, and recognition of volunteers.
- Supports general ranch management, such as hay collection/stacking, checking fences and waterers, etc.
- Maintains professional knowledge and completes appropriate professional development activities.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.

Minimum Qualifications

- Knowledge in one or more areas of horsemanship (horse care, equestrian pursuits, adaptive riding, or similar).
- Willingness to pursue PATH instructor qualifications.
- Ability to work independently and as a member of a team.
- Ability to work outdoors, for a prolonged period of time, in a variety of conditions.
- Ability to work flexible hours, occasionally including evenings and weekends.
- Ability to lift or move objects up to 50 pounds.
- Valid driver's license and ability to be insurable per Eagle Mount's parameters, and reliable personal transportation.
- Strong interpersonal and organizational skills.

Desired Qualifications

- PATH Certified Therapeutic Riding Instructor or in the process of becoming certified (certification to be obtained within 6 months of hire for full time staff or 9 months for part time).
- PATH International Member in good standing.
- Experience and working knowledge of a therapeutic/adaptive riding center.
- Previous experience working with individuals of all ages, with a variety of disabilities.
- Knowledge of current standards, techniques, and best practices in adaptive horsemanship.
- Strong horsemanship background.
- Basic CPR/first-aid certification (can be provided upon hire if necessary).