



## Therapeutic Horsemanship (TH) Program Assistant/ Volunteer Coordinator Job Description

<b>Classification:</b> Non-exempt	<b>Hours Per Week:</b> 40
<b>Wage:</b> DOE	<b>Benefits:</b> Yes
<b>Start Date:</b> January 2, 2019	<b>End Date:</b>

### General:

The Program Assistant reports to and is accountable to the TH Program Director. This position carries primary responsibility for volunteer recruitment and management for Eagle Mount's Therapeutic Horsemanship Program. Works closely with other program staff, both on the TH team and in other Eagle Mount programs. Approximately one-quarter of this position is devoted to teaching therapeutic horsemanship; three-quarters is spent on volunteer management.

### Responsibilities and Job Duties:

1. Follows both specific and general Eagle Mount directives.
  - a. Upholds Eagle Mount's mission and advocates for its programs and purposes.
  - b. Adheres to Eagle Mount policies and procedures.
  - c. Operates independently and in a team.
  - d. Consults with Program Director on questions, problems, procedures, and policy decisions when they arise.
  - e. Adheres to PATH International standards, assists in periodic reaccreditation and the instructor in training certification process.
2. Ensures a safe, fun therapeutic riding experience for Eagle Mount riders.
  - A. Volunteer Coordinating Duties:
    - a. Manages volunteer recruitment and community awareness of volunteer opportunities.
    - b. Develop, assess and manage volunteer resources to support Eagle Mount Equestrian Program.
    - c. Coordinates volunteer training and scheduling. Accurately assess volunteer strengths for appropriate scheduling with team to ensure volunteers are working at ability level.
    - d. Coordinates class volunteer assignments. Maintains class volunteer attendance and other assigned record keeping in an up-to-date manner (including Donor Perfect input).
    - e. Oversees volunteer "absentee" calendar and ensures that substitute volunteer openings are filled.
    - f. Coordinates and manages individuals and volunteer groups for special projects in and around the barn.
    - g. Coordinates and oversees periodic volunteer training sessions; welcome new volunteers and introduce them to staff
    - h. Prepares and maintains training materials for volunteers.
    - i. Maintain accurate records/liability waivers for all volunteers.
    - j. Helps plan and execute volunteer appreciation, education and training activities.
    - k. Participates in horse handling clinics offered to volunteers.

- l. Communicate effectively with volunteers and solicit volunteer feedback.
  - m. Coordinate the Volunteer of the Month, Year and PATH Int'l Volunteer of the Year nominations to be included in quarterly newsletter.
- B. Program Duties:
- a. Teaches 6 to 10 mounted &/or unmounted lessons per week.
  - b. Manages pre and post-class preparation of horses and arena set-up and take down for their own classes.
  - c. Assists the Program Director with daily class management including safety awareness and special program needs.
  - d. Participates in year-end program assessment.
  - e. Attends meetings as appropriate.
  - f. Coordinates PATH International OSWC, ESMHL and Instructor Enrichment events.
  - g. Mentors volunteers, IT's and interns as needed.
  - h. Maintains currency of TH Program website information.
  - i. Develops and utilizes social media and other marketing materials to promote the program and support the volunteers.

#### **EMPLOYMENT STANDARDS:**

The position requires commitment to Eagle Mount's mission. The employee must also be accomplished in horsemanship, and knowledgeable in stable management, horse health, and training techniques. Experience with children and/or adults in educational settings, experience with people with disabilities, good communication skills and the ability to conduct him/herself in a professional manner are necessary.

Education: Must be a certified Registered PATH INTL. Instructor or willing to work towards achieving this status. Bachelor degree in a related field (education, recreation, physical or occupational therapy, psychology or animal science) desirable.

Experience and Knowledge: Minimum of two years of riding and horsemanship and a minimum of one year experience working with people with disabilities. Experience working a nonprofit environment, preferably as a volunteer coordinator, desirable.

Skills and Abilities: Able to communicate clearly and effectively both verbally and in writing. Ability to work cooperatively and effectively with others. Ability to project enthusiasm and a sense of fun into classes taught. Valid driver's license – ability to drive a truck towing a horse trailer is desirable. Proficiency with Microsoft Office products required; familiarity with multi-screen database programs desirable. Computer literate. Must have current CPR/First Aid card.

#### **PERFORMANCE STANDARDS:**

- Performs all duties in a timely manner paying close attention to detail.
- Communicates daily with program director regarding logistics and class schedules.
- Keeps assigned records (class schedule, attendance, volunteer application materials) up to date.
- Maintains a courteous, friendly and professional manner.
- Maintains positive relationships with participants, families, volunteers, donors, strategic partners, community members, and Eagle Mount staff.