



Instructor Position Description

Responsibilities:

- Planning a session that moves the horsemanship skills of riders forward in a fun and safe manner
- Producing a written lesson plan by 9am Monday mornings
- Assigning horses to the session based on herd issues and the size, skills and needs of riders
- Assigning appropriate tack based on the horses, physical attributes of their riders and the activities of the session
- Developing a plan for games and activities incorporating the choice of arenas available, materials available and rider skills and interests
- Assigning volunteers to horses and riders based on continuity and the developmental needs of each rider
- Maintaining safety and PATH standards before, after and during the session through vigilance, at least three tack checks and volunteer supervision
- Modeling professional behavior by arriving in advance of volunteers with materials prepared
- Preparing the arena to include ensuring it has been dampened in advance
- Personally checking/working each horse scheduled to be used in the session to assess any issues physical or attitude that could indicate a need for change
- Personally giving tack a visual inspection and checking cinches and stirrups
- Personally walking up the mounting ramp to insure stability before mounting riders
- Giving both leaders and sidewalkers a briefing on expectations for the particular session with a reminder of goals for specific riders such as encouraging to speak or letting go of the saddle horn or substituting high fives for hugs
- Greeting riders to assess any unusual behavior issues
- Determining a mounting order based on rider goals
- Checking helmets for fit and adjustment before mounting
- Personally supervising mounting and assigning activities for already mounted riders while mounting continues.
- Revising lesson plans if needed to accommodate unexpected occurrences/behaviors
- Keeping riders/horses moving as much as possible so that riders benefit from the movement of the horse. Change direction often to work both sides.
- Giving riders specific feedback that supports achievement of goals
- Speaking clearly and slowly in a volume that can be heard at both ends of the arena
- Monitoring volunteers to give leaders and sidewalkers feedback to ensure safety and obtaining their feedback in the debrief after sessions

- Monitoring the flow of the session to ensure riders are not in one activity longer than their attention span
- Tracking volunteer and rider attendance
- Pacing the lesson for time so that cool down and dismount are handled safely in a manner that makes a smooth transition for riders
- Ensuring the arena is left in an appropriate manner
- Making and submitting session notes evals as soon as the session ends noting rider accomplishments and evaluation of what worked in the session
- De-briefing volunteers to get suggestions/information you might have missed
- Checking horses as they leave arena to note any problems to be communicated to the herd manager or schooling manager
- Securing the tackroom and Turning Point property before leaving.
- Coordinating with Program Coordinator/Herd Manager/Schooling Manager/Certified Instructor regarding needs for repairs, materials or first aid
- Completing Occurance Reports for any accident involving injury or extreme behavior by horses

Session Actions

- Sign in both notebooks, put nametag on, turn off phone
- Post lesson plans
- Post horse assignments for students, volunteers and tack, any special instructions
- Brief volunteers on students and lesson plans
- Check tack and helmets
- Supervise mounting
- Teach lesson
- Supervise dismounts
- Inform leads of where to put horses
- Debrief volunteers and answer any questions
- Mark rider and volunteer attendance on lesson plan and complete session evals and leave in folder in tack room
- Check to make certain all tack, games and helmets are properly stored
- Lock tack room and turn off arena lights