

## Instructor

The Instructor is accountable to the Facility and Program Coordinator with access to, and the support of, the Executive Director. This position has the following requirements:

- Ability to lead and delegate volunteers and riders
- Ability to run safe, efficient and effective classes
- First Aid with CPR and AED
- Criminal Record Check, including Vulnerable Sector Check
- Equine Canada Certification or working towards
- Canadian Therapeutic Riding (CanTRA) Certification or working towards
- Knowledge of, or willingness to learn, basic sign language
- Knowledge of disabilities and special needs and willingness to expand knowledge through research and professional development opportunities

## Role and Responsibilities:

You are responsible for the class you are instructing, you will ensure all safety rules are being met, the volunteers are working within guidelines and the clients are equipped with proper safety equipment. When not actively instructing, you are responsible to assist in the barn with lesson preparation, barn maintenance and the completion of rider progress reports for your lessons. This position will work with the Senior Instructor (lesson related) and Barn Coordinator (horse care and barn related).

## Instructor

- Create Lesson Plans based on individual client goals and capacity
- Set up arena based on Lesson Plan
- Instruct classes as scheduled
- Complete progress reports on current day clients
- Take down of arena at end of day
- Work with the volunteers required for classes including barn help
- Ensure horses are tacked properly prior to the lesson AND after riders have tacked
- Ensure all horses, tack and equipment are returned properly after classes
- When instructing evening classes you MUST stay at the PARDS facility until all volunteers and clients have left and make sure the building is closed up
- Work with riders parents/caregivers to set an attainable goal with the support of the Senior Instructor
- Other duties as required

## Lesson Assistant

- Turn out and bring in horses
- Feed all horses



# PARDS

THERAPEUTIC CENTRE

- Water & grain horses as per their feed and care plan
- Groom horses in preparation for lessons
- Assist Instructor with tacking and untacking horses before and after lessons
- Clean, bed and prep stalls
- Empty, clean and refill all water buckets
- Sweep alleyway
- Keep Facility and Program Coordinator updated on changes of horse health and behavior
- Advise Facility and Program Coordinator of any repair or maintenance issues that arise
- Other duties as required