



Program Coordinator/Instructor

The role of the Program Coordinator/Instructor (PC) is to maintain, create and support the delivery of Equine Assisted Therapeutic Programs that meet the standards as set out by PARDS.

Duties of the Program Coordinator are to be carried out within the parameters defined in writing by the PARDS Employee policy and any subsidiary operational policies and procedure.

Reporting Lines and Accountability

The Program Coordinator reports directly to the Executive Director (ED). This role requires collaboration and consistent communication with the executive leadership team, including:

- The Executive Director

Roles and Responsibilities:

1. The Program Coordinator will:

- ensure programs offered are running smoothly, including the boarding program.
- be responsible for the scheduling of non-administrative staff.
- be responsible for the scheduling of program participants, ensuring suitable matches are made for the participant, instructor, and horse availability.
- facilitate New Rider Intake Assessments.
- train volunteers and instructors with on going mentoring.
- create or enhance programs offered through organization.
- attend specific meetings in the community to promote existing programs and identify opportunities for program development.
- identify and apply for suitable grants for all areas relating to PARDS programming and operations.
- develop program descriptions including resources required, target client base, program benefits and desired outcomes with identified measurements.
- select and facilitate schooling of program horses.
- develop and implement schooling schedules and ongoing suitability assessments.
- schedule and oversee regular schooling and exercise programs for PARDS Equine Staff.
- ensure all program horses are appropriately trained and safe for therapeutic use.
- plan programs with Specialists
- on board new horses, lease agreements, bill of sales, trial paperwork
- teach groups of up to 4 riders.
- supervise safety of the lessons.

The Program Coordinator will also:

1. Onboard All Program Staff (non-administrative):

I. welcome new staff members; complete hiring documents, facility tour, review job expectations and first initial training to complete necessary job tasks as per their new position.

2. Summer Camp

- develop and implement programming plans for a fun and safe summer camp experience.
- identify and schedule staff to ensure a fun and safe summer camp experience.
- create and distribute required resources.
- oversee summer camps throughout the summer and assist as needed to ensure camps are running smoothly.

3. Incident Reporting

- track and audit all incidents to ensure proper documentation and corrective measures are taken.
- update leadership on safety issues and bring concerns to the staff meetings as necessary.
- identify and implement best practices to prevent future incidents.

4. Skills, Knowledge and Training

- use strong communication, problem solving and conflict resolution skills.
- demonstrate the ability to work independently and as part of a team.
- demonstrate extensive experience in horse handling, stable management and equine health assessments.
- demonstrate and enhance their experience in therapeutic riding program implementation.
- be CANtra Certified or actively working towards CANtra Certification Instructor II and ongoing mentoring.
- demonstrate familiarity with the Equine Canada Manual of Stable Management for guiding daily operations.

5. Financial Accountability

- participate in annual budget planning and in quarterly reviews of PARDS spending.
- demonstrate financial accountability which includes adherence to policy and seek creative and innovative ways of efficiently managing costs and participate in generating revenue to support the ongoing provision of PARDS services.
- give formal recognition and appreciation for donations relevant to the Barn Coordinator's program area.
- be responsible for managing duties and working within the allocated budget.



6. Personnel Records & Compliance

The PC personnel file will include:

- I. Current First Aide Certification
- II. Criminal Record & Child Youth Intervention Check
- III. Resume & Interview Notes
- IV. Emergency Contacts
- V. Positive reference checks
- VI. Signed Employment Agreement
- VII. Signed policies and procedure manuals
- VIII. Performance reviews and wages adjustments based on certification levels
- IX. Documentation of performance concerns, if applicable, with follow-up actions.

This Position is integral to the success of PARDS operations, ensuring a well-maintained facility, programs, safe and healthy herd and high-quality therapeutic programs for participants.