

INTERNSHIP TITLE: EQUINE CENTER PROGRAM INTERN



REPORTS TO: EQUINE CENTER PROGRAM & COMMUNICATIONS MANAGER

POSITION SUMMARY

NCAL's Equine Center Program Interns work directly in all aspects of NCAL's riding and horsemanship programs. We are looking for passionate and enthusiastic individuals who enjoy working with adults, children and horses. We have a large thriving riding program. Interns ensure that our program horses are well taken care of and our customers and students are interacted with in an encouraging and positive manner. You will be working closely with the Equine Center Program and Communications Manager, assisting in all daily tasks and ensuring positive interactions with students and parents.

Weekly Hours: 4 (minimum) to 16 (maximum) hours

Expected Time Frame: 3 months or 1 semester; **Position Start & End Date:** June-August

Pay Status: Unpaid Internship

Primary Areas of Focus: Assisting with teaching students horsemanship and riding; helping with NCAL's Horsemanship camps; answering riding lesson/camp inquiries via phone or email; assisting with maintaining registrations for riding lesson and camp programs; barn organization

Additional Responsibilities: Maintaining the barn's cleanliness and organization; greeting visitors; helping to ensure the proper care and treatment of program horses and equipment.

Skills Needed: Three or more years of horse experience; experience teaching and riding; comfortable handling and tacking up horses; equine knowledge and the ability to teach basic knowledge to students are required. We are looking for detail-oriented individuals with a friendly and warm personality who possess exceptional time management and organizational skills, a positive attitude and demonstrate willingness to work with a team. As a customer-facing position, the intern must always maintain professionalism and have the ability to commit to a schedule. They must demonstrate courtesy, tact and sound judgment. Top candidates will have prior equine knowledge and experience, be good with children; and have the ability to multitask and work under pressure. Excellent written and verbal communication skills and computer skills, ability to supervise groups of children and adults and follow directions are also necessary.

Skills that will be developed: The intern will develop teaching skills, program management skills and gain experience being a team member in a professional environment where they will learn how to communicate effectively and compassionately during diverse situations. In addition they will learn communication and customer service skills.

To apply, please send a resume and cover letter to the Equine Center Program & Communications Manager, Nina Matt, at nina@ncal.com.

**NCAL values diversity of all kinds, and is committed to building a diverse, equitable, and inclusive workplace where we learn from each other. We are an equal opportunity employer and welcome talented applicants of all different backgrounds, experiences, abilities and perspectives. Individuals from non-traditional backgrounds, historically marginalized, or underrepresented groups are strongly encouraged to apply.*