



**JOB TITLE: Equine Program Instructor**  
**Part-time, Non-exempt**

**REPORTS TO: EQUINE CENTER DIRECTOR**

**POSITION SUMMARY**

The Equine Program Instructor (EPI) is responsible for the overall coordination and management of riding and horsemanship program components which include program development and oversight, riders/participants, personnel, volunteers and horses. The EPI facilitates the ongoing Equine Center programs including the Lesson program, Camp and Afterschool programs. The EPI instructs both riding and horsemanship in NCAL's programs and helps ensure a safe and inclusive environment, while promoting NCAL's mission of fostering the humane relationship between humans and animals.

**PROGRAM RESPONSIBILITIES:**

- Take's a lead role in NCAL's equine program for all ages and abilities.
- Responsible for coordinating and supporting additional program staff and volunteers.
- Assists in the development of lesson/program 'curriculum' for beginner through intermediate-level programming.
- Ability to teach all program levels offered through NCAL
- Performs administrative duties related to the Equine Center programs, including managing registration, scheduling, ensuring the correct forms are completed and filed, communications, etc.
- Identifies program-related needs to support horses and students.
- Assists ongoing training and conditioning of program horses.
- Maintains clean and safe equipment and equipment donations and acquisition.
- Oversees cleanliness and safety of riding areas and equipment.
- Other responsibilities as assigned.

## **CUSTOMER SERVICE/COMMUNICATIONS RESPONSIBILITIES:**

- Assists the ongoing customer service for program participants and prospects;
- Assist with developing copy for website, newsletters, social media releases and other promotional collateral;
- Maintain positive communication with NCAL customers, volunteers, donors, public officials, related organizations, and the general public to promote NCAL goals, programs and activities;
- Assist with NCAL special event planning when needed;
- Ensures all visitors abide by safety protocols, and sign liability release forms;
- Other responsibilities as assigned.

## **KNOWLEDGE, SKILLS & ABILITIES**

- A minimum of 5 years of equine experience and handling.
- A minimum of 2 years of experience as an equine instructor for riding and horsemanship (professional references required).
- An enthusiastic, self-starter who can initiate activities within the framework provided with minimal supervision.
- Great customer service skills.
- Ability and desire to work in a fast paced, changing environment
- Professional public image
- Able to work flexible hours, which may include evenings, weekends and holidays.
- Able to lift and carry equipment, and supplies in excess of 50 pounds.
- Valid Driver's License.
- First Aid/CPR Certification.
- Experience administering equine First-Aid is a plus

The ideal candidate will have demonstrated solid horsemanship skills, advanced level riding and coaching skills, experience with equine management, strong communication and organizational skills and the ability to foster a cohesive environment, allowing participants to learn and grow in a safe and supportive environment. This individual will maintain a commitment to the philosophies and policies of NCAL in the performance of his/her duties, respect the dignity and basic rights of each animal, and support the mission of NCAL.