



Eagle Mount Great Falls
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Job Title: Equestrian Program Manager/Instructor

- **Status: Full-time, year-round; 40 hours / week**
- **Start Date: Open until filled with right candidate.**

The mission of Eagle Mount Great Falls is to provide therapeutic and recreational activities for children and adults with physical, developmental, mental and/or behavioral challenges, striving to improve the quality of life for them and their families.

Job Summary

Support the mission of Eagle Mount Great Falls by managing safe, quality, year-round recreational activities for individuals with disabilities.

- Plan and facilitate Eagle Mount Great Falls programs at the Eagle Mount Equestrian Center.
- Program Manager/Instructor is responsible for a wide range of duties including:
 - program planning and logistics
 - volunteer and participant recruitment
 - scheduling
 - communication
 - teaching/leading lessons
 - program reporting, database, and equipment management
 - animal care
 - facility/equipment care
- This position is often the first point of contact for Eagle Mount Great Falls volunteer instructors, participants, family members, community members, and partner organizations. It requires keen attention to detail with top-notch customer service skills.

Areas of Responsibility

Equestrian Center Programming/Instruction.

- Provide safe and high-quality individual and/or group horseback riding or non-riding lessons and other Animal Assisted Activities to participants with disabilities. Adaptive training preferred.
- Provide Equine Assisted Learning (EAL) program (EMPACT) to community members. Eagle Mount will train as needed. Ability to attend EAL training and certification off site within the first year of employment.
- Coaching and training volunteers, conducting participant assessments, creating lesson plans, providing lessons utilizing Eagle Mount's animals housed at its Equestrian Center.

Eagle Mount Great Falls is a non-profit organization. We provide therapeutic and recreational activities for children and adults of all ages with physical, developmental, mental and/or behavior challenges, striving to improve the quality of life for them and their families.



- Assist in retirement and rehoming of current herd. Part of this position also includes tough decisions and processes that may include euthanization and burying of animals. This will be at the direction of Eagle Mount's veterinarian.
- Assist in finding new horses that fit into our programming, as needed, to maintain the herd and adaptive riding program. This is an ongoing process.

Equestrian Center Management: With the assistance of other Eagle Mount staff and volunteers

- assist with daily care of all the animals: exercising, feeding requirements, turnout/bring in, medical care when necessary, etc.
- assist with maintaining cleanliness and upkeep of facilities, shelters, properties, inventories, lifting, carrying and loading equipment or hay as needed. (Lift up to 50 lbs. Lifting more than 50 lbs with assistance.) Eagle Mount will provide proper safety equipment or assistance if needed.
- Ability to learn ATV and Tractor operations.

Other Duties/Responsibilities

1. Function as part of the Program Team by delivering high-level, safe, and quality adaptive instruction in all assigned programming.
2. Facilitate individual and group lessons, which includes, thoughtful student assessments, preparation of equipment and paperwork, greeting the participant(s), family members/caregivers, ensuring all safety protocols and policies are being enforced, wrapping up lessons with the completion of proper paperwork and equipment clean-up.
3. Manage recruitment, registration, scheduling, and attendance of Eagle Mount Great Falls participants, groups, and volunteers.
4. Manage the registration process; tasks may include speaking to prospective participants and volunteers, sending out registration information, receiving and reviewing incoming documents, and communicating in a timely manner.
5. Maintain an effective online filing system for each program's planning materials and documentation.
6. Update the Program Calendar on a rolling basis.
7. Communicate efficiently and effectively with a volunteer team.
 - a. Schedule and communicate assignments for volunteers.
 - b. Monitor, answer, and return messages regarding program and volunteer inquiries.
8. Provide data entry support for program / administrative tasks.
9. Develop and maintain good relationships with Eagle Mount Great Falls community partners.
10. Coordinate and uphold risk management policies and procedures related to programs.
11. Assist in the maintenance of equipment, including documentation.
12. Assist with on-site general operations, which may include daily set-up and clean-up tasks.
13. Drive the program vehicle, including hauling equipment and/or trailers, to program sites/events.
14. Ability to learn ATV and Tractor operations.
15. Be a positive and professional representative of Eagle Mount Great Falls.
16. Adhere to all Eagle Mount Great Falls policies, procedures, values, and culture.
17. Participate fully as a member of Eagle Mount Great Falls staff in programming and fundraising.
18. Take on other duties and projects as identified.

Qualifications:

- **Extensive experience leading, facilitating, delegating to, and managing the schedules and workloads of program, facility staff and volunteers is critical.** Strong leadership in this area directly impacts team productivity, morale, and the facility's ability to operate reliably and safely.
- Adaptive Training specific to the programming needs of Eagle Mount Great Falls. Certifications preferred.
 - PATH or other Adaptive Training. Certifications preferred. Ability to get certified.
 - 5 + years of experience teaching horseback riding lessons.
 - 1 + years of experience in teaching individuals with disabilities.
 - 2 + years of experience in program management and instruction.
 - 2 + years of experience with facility upkeep and animal care.
- Ability to Safe Sport train before working with participants. Training provided by Eagle Mount Great Falls.
- Passion, experience, and confidence for working in the great outdoors.
- Experience working with individuals with disabilities.
- Ability to assist in the maintenance (or willingness to learn) of adaptive equipment and facilities.
- Must possess a high level of energy, enthusiasm, and initiative.
- Independence in completing tasks, decision making, and risk management.
- Excellent interpersonal, verbal, and written communication skills.
- Commitment to a positive, fun, and team-oriented working environment.
- Ability to work flexible hours; regular schedule may include weekend work.
- Ability to work in environments with dust, hay, animal dander, inclement weather, manure, and other conditions typical of barn and animal operations.
- Proficient with Google Drive, MS Office, Adobe, and social media platforms.
- Ability to lift and carry a minimum of 50lbs.
- Valid Driver's License; must verify own auto insurance.
- Current First Aid, CPR (or willingness to obtain within 90 days).
- Clear background check and demonstration of a clean driving record.

Compensation:

\$25.00 per hour to start.

Benefits:

- Generous paid time off policy.
- Flexible schedule – program scheduling may include weekend and occasional evening work.
- Company contribution of \$50 per month to AFLAC Policies. Eagle Mount Great Falls is unable to provide healthcare coverage at this time.
- Paid professional education, certifications, and professional fees.

To apply:

- Please submit a resume and cover letter and three references to heather.eaglemountgf@gmail.com or mail to Eagle Mount, P.O. Box 2866, Great Falls, MT 59403.
- Incomplete applications will not be accepted. Applications will be reviewed on a rolling basis and interviews will be scheduled as soon as possible.
- The position will remain open until filled with the right candidate.

Eagle Mount Great Falls is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. Eagle Mount Great Falls is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Eagle Mount Great Falls are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other status protected by the laws or regulations in the locations where we operate.