

Job Title	Animal Assisted Activity Program Instructor
Job Summary	Provide safe and high quality individual and/or group horseback riding or non-riding lessons and other Animal Assisted Activities to participants with disabilities. This includes coaching and training volunteers, conducting participant assessments, creating lesson plans, providing lessons and exercising and caring for horses and other center animals. Support other staff with the daily functions of the program as requested. A primary function of this and every other job at Eagle Mount Great Falls is to ensure that each participant, volunteer or other guest receives the highest caliber of service.
Supervisor	Coordinator of Operations
Responsibilities	<ol style="list-style-type: none"> 1. Teach adaptive, therapeutic horseback riding and non-riding lessons including Equine Facilitated Learning and other Eagle Mount Animal Assisted Activities. 2. Manage and conduct summer camps and special groups per schedule. 3. Follow safety/risk management protocols to provide a safe, caring and fun environment for participants, volunteers and staff. 4. Assist with participant and volunteer recruitment and management and scheduling needs. 5. Conduct pre-lesson activities such as feeding, ensuring complete participant/volunteer applications and assessments, arena or round pen preparation, create lesson plans, review progress notes, prepare for lesson activities, instruct volunteers, lunge/stretch horses as needed. 6. Conduct post-lesson activities such as discuss lesson with parents and volunteers, put tack away, write progress notes on each student, clean up from lesson, feed horses. 7. Complete evaluations and other reports to assess participant abilities. 8. Manage and conduct volunteer trainings. Assist Coordinator in volunteer manual and policy and procedure updates. 9. Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community. 10. Assist with coordinating and recording daily care of animals: exercising, feeding requirements, turnout/bring in, medical care when necessary, etc. 11. Commit to continuing education, as approved by Coordinator and Executive Director, in your field utilizing internal and external resources to ensure our programs sustain continual responsiveness and improvement. 12. Communicate clearly, honestly and respectfully with all staff, participants, parents and volunteers. 13. Maintain volunteer and participant attendance on office approved forms for proper reporting purposes. 14. Complete assigned horse usage chart, feeding/chore book, horse profiles/evaluations, event reports, and all other horse related documentation in collaboration with other staff and coordinator. 15. Attend required staff meetings and trainings. 16. Assist with any Eagle Mount special event including pre and post event tasks as assigned by the Executive Director or Coordinator. 17. Turn in participant and volunteer attendance, participant progress reports and horse usage reports to coordinator on a monthly basis. 18. Assist in maintaining cleanliness of facility. 19. Assist Coordinator and Executive Director in other areas as requested. Some requests may be outside normal programming duties.

	20. Assist in any other Eagle Mount programs if hours permit and is approved through Executive Director and Program Coordinator.
Qualifications	<ol style="list-style-type: none"> 1. High School Diploma or Equivalent. 2. PATH or other Adaptive Training. Certifications preferred. Ability to get certified. 3. Previous experience teaching horseback riding lessons. 4. Previous experience working with people with disabilities. 5. Working knowledge of disabilities. 6. Excellent interpersonal communication skills. 7. Excellent time management skills. 8. Working knowledge and experience using computers, email, google, Microsoft Office Software. 9. Demonstrated history of responsibility, dependability, and maturity. 10. Current First Aid and CPR certification or ability to get certified within 6 months of hire. 11. Ability to be flexible, creative and adaptable to situations. 12. Commitment to a positive, fun and team-oriented working environment. 13. Ability to work side by side or in collaboration with other staff and volunteers in all areas of programming. Communication and ability to work well with fellow staff as well as the volunteers and participants are key components to this job. 14. Ability to safely preform emergency dismounts and conduct emergency procedures. 15. Ability to assist with maintaining cleanliness of facility, 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. 16. Ability to sustain aerobic activity for 20 consecutive minutes. 17. Pass a criminal background check. 18. Clean driving record.
Hours & Days	Up to 40 hours per week depending on class scheduling and animal care/needs. Time management is extremely important in this position. Hours can also be affected by Pandemics, weather or other unforeseen emergencies. Weekend, split shifts, evenings and holiday work may be required.
Benefits	Flexible Hours, Sick/Vacation Leave. See employee manual for specific details.
Salary	Hourly Wage DOE