



# Instructor-in-Training Position Description

**TITLE:** Instructor-in-Training  
**REPORTS TO:** Lead Instructor & Executive Director  
**HOURS:** Tuesdays/Wednesdays; 5-10 hours per week  
**PAY:** \$16 per hour

## About the Organization

Ride for Joy is an adaptive and therapeutic horseback riding program located in Caldwell, and our mission is to support cognitive, physical, social, and emotional wellbeing through life-changing equine-assisted services. We serve children and adults with disabilities, military veterans, and terminally ill and hospice patients with a variety of programs throughout the year.

## Position Summary

The Instructor-in-Training program prepares individuals to become Certified Therapeutic Riding Instructors with the Professional Association of Therapeutic Horsemanship International. Instructors-in-Training work under the guidance and supervision of certified instructors while they gain the skills and knowledge to plan and facilitate equine-assisted activities that follow PATH Intl. standards.

## Responsibilities

- Planning and teaching safe and goal-oriented riding lessons, following established Ride for Joy policies and procedures, under the supervision of a certified instructor.
- Developing skills to evaluate and document the abilities of assigned students and demonstrate an understanding of their disabilities.
- Preparing written lesson plans for each assigned rider.
- Keeping notes of progress on database to track rider progress through written evaluations for each student taught.
- Assisting with the selection of and monitoring the appropriateness of assigned equines and tack, under the supervision of a certified instructor.
- Setting-up and taking-down equipment and signage before and after lessons, including putting away all toys and other equipment used during lessons.
- Meeting regularly with a PATH Intl. mentor to ensure RFJ and PATH Intl. policies and guidelines are being met and progress toward certification is made within the time parameters set by the certification process.
- Other duties as assigned.

## **Physical Requirements**

- Must be physically able to assist with mounting and dismounting of participants from the ground and ramp.
- Must be physically capable of walking and jogging for extended periods while working in a sand arena in potentially extreme temperatures.
- Must be physically able to move large equipment used in lessons.

## **Qualifications**

- 18 years of age or older
- High school diploma or GED
- Ability to pass a background check
- 8 or more hours of side walking experience at RFJ
- Current CPR and First Aid certification, or ability to become certified within 30 days
- Intermediate to advanced horsemanship skills (i.e. ability to walk, trot, cater/lope, and perform patterns like figure eights and serpentine, knowledge of trotting diagonals, leads, grooming, and tack)
- Access to a computer for working remotely
- Strong word processing and email skills
- Excellent written and verbal communication skills
- Self-starter with the ability to work independently
- Ability to work in a collaborative team environment
- Ability to maintain professional and respectful relationships with staff, volunteers, and participants
- Interest in equine-assisted services and commitment to Ride for Joy's mission

## **Preferred Qualifications**

- College coursework in a human services field
- Experience coaching, tutoring, or teaching
- Experience working with individuals with disabilities, children, and/or military veterans
- Familiarity with PATH Intl.