



Tahoe Donner Association Job Description

Job Title: Equestrian Camp Instructor
Job Code: 467
Department: Equestrian
Reports To: Equestrian Manager
Class Code: 7207
FLSA Status: Non-exempt
Salary Level: Hourly 14
File Name: EQ Camp Instructor.doc
Prepared Date: 04/06/09, updated 4/37/11, 4/16/15, 10/24/15

SUMMARY

Under the supervision of the Equestrian Manager, the Camp Instructor is responsible for all aspects of horsemanship camp including preparation, instruction, and administration of the camps and assisting with care of the horses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent service to customers, employees, and business partners.

Maintain current knowledge of Western and English horseback riding styles.

Ability to instruct adult and children students on horseback riding, safety, and care of horses.

Ability to mount, ride and guide horses. Ability to school and train horses as needed.

Organize camp paperwork including signing up customers and recording details of camps.

Clean corrals, arena, camp room, restrooms and tack room as directed.

Feed, groom and care for the horses and ponies.

Assist Equestrian Manager with other equestrian duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training with teaching adults and children, Western and English horseback riding styles; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move, remain stationary and communicate. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; position self close to the ground, or crawl; and use sense of smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is regularly exposed to livestock. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE