

Mt. Gilead Camp and Conference Center
Horsemanship Instructor Job Description

rev. 4/23/05

Reports to: Horsemanship Activity Specialist

(Note: At the discretion of the Summer Director, the Horsemanship Instructor may also hold the position of Horsemanship Activity Specialist.)

Responsibilities:

1. Execute the instructional components of the riding program in the following areas:
 - a) prepare and communicate goals and objectives of riding program
 - b) communicate and implement safety regulations
 - c) perform rider pre-assessment during registration
 - d) group riders for instructional purposes
 - e) lead class instruction and supervise instructional assistants
 - f) plan and supervise trail rides
 - g) evaluate riders and distribute weekly awards (gold and silver horseshoes)
 - h) supervise staff riding
2. School Horses on the ground and in the saddle
3. Fit Tack
4. Setup and maintain all instructional materials and equipment
5. Attend and assist with pre-camp training
6. Train and supervise instructional assistants
7. Train and supervise CILTs specializing in horsemanship instruction
8. Assist in the care of the horses by reporting injuries/observations to the Stable Manager
9. Maintain the following records:
 - a) Lesson plans
 - b) Daily attendance
 - c) Camper evaluations
 - d) Special program schedules (Equestrian Quest and horse shows)
 - e) Maintenance reports
 - f) Inventory and requisitions

Qualifications:

The horsemanship instructor must be over the age of 18 and have previously demonstrated instructional skills at Mt. Gilead or provide references from a stable manager/owner with whom they have worked in this capacity.

Required skills:

- Experience in and knowledge of riding/schooling horses and riding instruction
- Ability to supervise others
- Maturity to handle any emergencies that arise
- Time management to ensure that instructional staff are able to attend meals/camp activities and that stable staff are able to begin their duties in a timely fashion