



YMCA CAMP CONISTON

PROGRAM AREA DIRECTOR-HORSEBACK RIDING

JOB DESCRIPTION

Overview:

- We have 13 horses and teach 4 camper lessons a day (1 hour each). Lessons are Monday through Saturday. We have wooded trails and two outdoor riding rings. We split each class into two lessons based on skill level. There are 5-6 other riding staff that the Director supervises. Most horseback staff live on camp and become a tight knit team. Occasionally a Director or instructor commutes from the local area.
- **Requirement:** Director (supervisor) must hold an instructor certification from a nationally-recognized organization or riding school, obtained within the past three (3) years; or documented endorsements of successful recent experience in formal horseback riding instruction. For the Director that does not have this, camp will pay for him/her to attend/pass the Certified Horsemanship Association training which focuses on summer camp programs. <http://www.cha-ahse.org/glossary.htm>
- **Experience:** Director (supervisor) has at least six (6) weeks of management or supervisory experience at a horseback riding facility.
- **The CHA class requirements are:** experienced horseperson who can catch, lead, groom, saddle and ground handle horses without assistance. For English Certification – participant must be able to mount and ride with reasonably good form and control and walk, trot, canter on both leads in the ring and in the open. Prior teaching experience is extremely helpful. CHA certification is based on performance related to safety management, horsemanship, teaching skills, group control and professionalism. The focus will be on the candidate's ability to work effectively with people and horses at various levels. Level of certification is determined by the Clinic Instructors.
- **Essential Function:** to be able to lift and carry 40lbs such as grain bags and hay bails
- 21 years of age or older (preferably) following American Camping Association standards

Objectives:

- To provide age-appropriate and skill appropriate lessons for the campers
- To provide leadership resulting in a positive, social, fun, safe environment for all participants and staff
- To follow CHA instructor standards when teaching
- To share in the total care and maintenance of 13 horses, tack and stable and manage the duty schedule

Responsibilities:

- Attend Camp Coniston Director Days training in June.
- Together with the other instructors, ride and evaluate all horses during staff week to identify individual horse personalities, abilities and quirks to better match horse and rider in lessons.
- Supervise staff in this program area and provide summer-long verbal feedback and written evaluations.
- Be aware of staff days-off and be sure that there is always appropriate supervision and barn management.
- Maintain a clean barn and horseback office.
- Teach staff how to instruct lessons based on CHA and the pre-established Coniston program outline.
- Make sure that the horse barn and riding areas have no graffiti, or direct writing, painting, etc.
- Schedule several 'staff ride' opportunities throughout the summer.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs
- Ongoing summer equipment inventory awareness (quantity & quality) to maintain a high quality program for the campers and quality total horse care (horse health, barn needs, food/grain)
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken **quickly** at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations

Things to know:

- If available, Director can go to ride & help select horses at Pond Hill Ranch in early June w/Summer Director.
- This program is an extra fee; the goal is to get kids *on the horse* for the majority of each 60 min class.
- Classes are never cancelled so during rainy days or extreme hot days, when it is not appropriate to ride the horses, instructors conduct grooming, washing, and tacking lessons with the campers.