

# Camp Wonderful

## *Job Description*

Job Title: **Horseback Riding Director**  
Incumbent:  
Classification: ***Nonexempt (Seasonal)***  
Reports to: *The position generally would report to the Camp Director although in large camp operations this position may report to an Assistant Director in charge of program operations.*

### Position Purpose:

To further the mission of the camp through the planning and delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Provide management to the physical operation of the horseback riding facilities and equipment.

### Essential Job Functions:

1. Plan, direct, and supervise a safe and fun horseback riding program.
  - ♦ Write (with the help of Horseback Riding Specialists) lesson plans that meet camp goals.
  - ♦ Evaluate riding abilities of campers and staff.
  - ♦ Deliver creative riding program activities.
  - ♦ Set daily and session schedules for the horse program.
2. Train and supervise Horseback Riding staff
  - ♦ Assist in the planning and implementation of staff training.
  - ♦ Train Horseback Riding and counseling staff in their horseback riding responsibilities.
  - ♦ Schedule and supervise Horseback Riding staff to provide a safe and high-quality program.
3. Manage the physical facilities and equipment in the horseback riding program area
  - ♦ Set up horseback riding area prior to and during staff training.
  - ♦ Teach and monitor proper use of equipment.
  - ♦ Manage daily care of the camp's horses.
  - ♦ Conduct initial and end-of-season inventory.
  - ♦ Check equipment and make (or file for) repairs.
  - ♦ Review horses for health needs, behavior issues, and tack needs.
  - ♦ Conduct daily check of area and equipment for safety, cleanliness, and good repair.
  - ♦ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
  - ♦ Assist in packing all materials and supplies at the end of the season.

### Other Job Duties:

- ♦ Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Work with Program Director and other administrative staff to develop a program curriculum, awards programs, and leadership programs.
- ♦ Assist in the planning of any special events on or near the horseback riding arena.
- ♦ Participate in management and staff meetings.
- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.

### Relationships:

*Horseback Riding Directors often have direct relationships with the maintenance staff in terms of facility and equipment needs for the barns, stables, arenas and for care of the horses and horse feed. Most often the health care and emergency plan outlines the relationship between the health care staff and the Horseback Riding Director and the Horseback Riding staff for emergency management and care due to the high risk of this area.*

### Equipment Used:

*Identify the specific equipment and facilities utilized at the camp which will be the responsibility of this position. If possible note the size of the horse herd and the past experience with the horses.*

### Qualifications: (Minimum Qualifications and Experience)

- ♦ Current certification in horseback riding or equivalent. *Be aware of the instructor levels provided through agencies such as the Certified Horsemanship Association and the American Association of Horsemanship Safety.*
- ♦ Current certification in first aid and CPR. *Advanced certification may be required based on activity location and possible off-site trail rides.*
- ♦ Prior supervision of a horseback riding program similar to the camp.
- ♦ Experience in supervising other horseback riding staff is desirable.

### Knowledge, Skills, and Abilities:

- ♦ Training and experience in horseback riding activities that are offered at the camp.
- ♦ Ability to schedule and supervise staff.
- ♦ Desire and ability to work with children outdoors.

### Physical Aspects of the Job:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Some physical requirements of a Horseback Riding Director Position could be endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate Horseback Riding equipment and Horseback Riding activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat.*