



Job Description

Instructor Intern

Essential Functions

The purpose of the Little Bit instructor intern program is to train and prepare individuals to become PATH International certified riding instructors. Under the guidance of the experienced and credentialed instructors, interns will learn teaching techniques, improve horsemanship skills, develop disability awareness, and receive basic instruction in many areas of program management. They are expected to meet the highest standards of safety, communication, planning and evaluation. Instructor Interns assist in all aspects of program operation, including teaching, volunteer training and management, class assisting, stable management, and special events.

This is an unpaid position. This is a part-time position requiring a minimum of 10 hours a week Monday-Saturday, including the intern's mentored teaching hours. The internship lasts 4-8 months, which can be extended if needed, for the intern to acquire the hours necessary to submit their instructor certification application to PATH International. The intern reports directly to the Instructor Intern Coordinator.

Specific activities include, but are not limited to:

- Observe, plan, and instruct weekly adaptive horseback riding lessons, receiving evaluation and feedback after each lesson. Interns should plan to teach 1-3 adaptive riding lesson(s) per week.
- Meet weekly with the Intern Coordinator to discuss progress and readiness towards certifying as a PATH International certified therapeutic riding instructor.
- Assist in a class assistant shift 1 time per month
- Perform leader and/or side walker duties in at least 2 adaptive riding lessons per week.
- Assist the Equine Department as needed with stable management duties, 2- 3 hours per week.
- Assist with special events as needed
- Complete an intern project

Basic Qualifications

- Must be 18 years or older.
- Be a PATH International member in good standing.
- Successful completion of Horse Leader Training and be ability to lead any Little Bit horse.
- Have volunteered for a minimum of one session in adaptive lessons at Little Bit.
- Candidate must be able to perform all elements of the PATH International Registered Instructor riding criteria. This includes, but is not limited to: demonstrating proficiency of skills at a walk, trot, and canter both directions with correct leads and posting diagonals, demonstrating a controlled and balanced seat at all times. In addition, candidate will be able to demonstrate basic lateral movements, riding on a loose rein, riding with contact, show knowledge of proper warm up and cool down, understand ring etiquette, and demonstrate schooling figures. This will be evaluated prior to the start of the internship.
- Have a basic knowledge of horse care and veterinary procedures
- Hold a current First Aid and CPR certification.
- Uphold the PATH Instructor Code of Ethics
- Abide by all Little Bit policies and procedures as well as the Little Bit code of ethics and staff values
- Agree to complete all assigned tasks, within deadlines and with minimal supervision
- Attend all intern meetings and enrichments
- U.S. citizen or valid resident/work permit.

- Valid driver's license.
- Must pass a Washington State Criminal History background check.

Preferred Knowledge/Skills/Abilities

- Professional and positive attitude at all times.
- Preferred previous teaching experience.
- Experience working with people with disabilities.
- Knowledge of PATH International standards and Precautions and Contraindications.
- Experience, coursework or other training in current riding or training activities/trends.
- Team building and team participation skills.
- Assertive communicator, good listener, resolution focused.
- Organized and tidy.

Complexity/Problem Solving

- Resolves problems and elevates issues to supervisor appropriately.
- Proactively anticipates and prevents problems.
- Negotiates, mediates and resolves interpersonal conflicts and customer service issues.
- Able to evaluate immediate circumstances for wellbeing and safety and make decisions in the best interest of patient/ rider, instructor and horse.

Discretion/Latitude/Decision-Making

- Able to make good decisions based on analysis, wisdom, experience and judgment.
- Duties performed under general supervision and established guidelines.
- Maintains confidentiality of sensitive and private information.
- Demonstrates common sense, flexibility, and teamwork.
- Tracks progress on tasks and does follow-up as needed.
- Acts as a resource for others to solve problems.
- Refers difficult questions and unusual problems to supervisor.

Communications/Interpersonal Contacts

- Able to communicate assertively and convey clear direction and feedback to riders, volunteers and other instructors.
- Provides direct communication on progress and issues to riders and their families.
- Able to build constructive and effective relationships within our community and organization.
- Able to be constructive, flexible and calm under pressure.
- Never indulges in gossip.

Working Conditions/Physical Effort

- Requires strenuous physical exertion and/or physical strain.
- Involves exposure to disagreeable weather conditions.
- Requires occasional long hours, evening and/or weekend work.
- Requires a positive attitude despite physical or mental adversity.
- May require periodic travel to events.

To Apply

Submit a resume and cover letter as one document via e-mail to Instructor Zoe Trager at ztrager@littlebit.org.

*Little Bit is an Equal Opportunity Employer.
Women, minorities, veterans and persons with disabilities are encouraged to apply.*