



Job Description

Instructor: Full Time

Essential Functions

Little Bit instructors are responsible for delivering therapeutic riding lessons, managing horses during hippotherapy treatments, and schooling horses. They are expected to meet the highest standards of safety, communication, planning, and evaluation.

This is a non-exempt, full-time position. S/he reports directly to the Adaptive Services Director.

Starting Rate: \$22.50 per hour

Specific activities include, but are not limited to:

- Instructing adaptive riding classes, long-lining for hippotherapy treatments, and schooling horses each week.
- Developing effective plans for riders.
- Performing intake assessments as needed.
- Ensuring that rider files, rider notes, and schooling notes are always up to date, accurate, and well-secured.
- Teaching volunteer trainings.
- Assisting with community and fundraising events as needed.

Position may include one or more of the following responsibilities:

- Coordinating volunteer trainings
- Training and scheduling horse handlers for hippotherapy treatments
- Developing and implementing an intern training program
- Coordinating Little Bit's summer camp programming
- Assigning appropriate tack to each horse and cataloging, organizing, selling donated tack
- Coordinating Little Bit's in-house horse shows

Basic Qualifications

- Bachelor's degree in equine-related fields, education, therapy, social services, or related field with a minimum of 2 years work experience or an equivalent combination of education, riding, and training experience.
- PATH International Registered Instructor or higher.
- Two years' experience as an instructor in riding and/or horsemanship.
- Two years' experience coaching and supervising staff or volunteers.
- 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.
- Experience building and maintaining long-term relationships with riders, families/caregivers, and volunteers.
- Experience working with people with disabilities.
- Knowledge of PATH International standards.
- Experience, coursework, or other training in current riding or training activities/trends.
- Team building and team participation skills.
- Able to lead, motivate, set objectives, and manage staff performance.
- Assertive communicator, good listener, and resolution focused.
- Organized and tidy.
- CPR/First Aid certification.

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, volunteer, 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.

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 all weather conditions.
- Saturday working required.
- Requires occasional long hours, and evening work.
- May require periodic travel to events.

Fringe Benefits/Other

This full-time position offers full benefits, including 11 paid holidays, vacation or sick Paid-Time-Off, and medical/dental insurance in accord with established policies.

To Apply

Submit a resume and cover letter as one document via e-mail to **Devon Stone at DStone@littlebit.org**.

Little Bit is an Equal Opportunity Employer.