



**Heaven's Gait Ranch, Inc.  
Therapeutic Riding Center**

**Job Posting**

**PATH Intl. Certified Therapeutic Riding Instructor**

**Updated: 8/15/2022**

**Title:** PATH Intl. Certified Therapeutic Riding Instructor

**Works With:** HGR's Board Members, Staff, Participants, Veterans, Families, Caregivers, County Case Managers, Assistant Instructors, Volunteers, Facility Owners, and Guests

**Reports to:** Program Coordinator, Executive Director, & Board of Directors at Heaven's Gait Ranch

**Qualifications:**

Heaven's Gait Ranch, Inc. of Cedar Grove, WI seeks an experienced Certified Therapeutic Riding Instructor of PATH International to fill the role of instructor Tuesdays and Thursdays. This person must not only have an extensive background in horsemanship and riding, but he or she must also have seasoned experience working with individuals of varied backgrounds, ages, needs, personalities, and capabilities. This position requires the instructor to adapt traditional riding lessons to accommodate individual capabilities and goals. The instructor must be a responsible, compassionate, organized, and creative person who is able to interact with people in a positive, patient, and supportive manner while maintaining a safe environment for riders, horses, and volunteers.

**Terms & Conditions**

**Start Date:** Open until filled.

**Time Commitment & Compensation:** \$18-\$24/hr based on PATH Intl. qualifications & other related experience, capped at 20 hrs/week. Year round instruction, Tuesdays & Thursdays 10:30 am - 6:30 pm.

**Conditions:** Proof of current certifications:

- PATH Intl. Certified Therapeutic Riding Instructor Card
- Adult & Child First Aid/CPR/AED

**Benefits:**

- This position does not come with further benefits within the first year.
- Pay increases and an opportunity for a retirement match are discussed after year one.

**Qualified applicants should send their resume and cover letter to  
HGR's Executive Director, Margaret Mary McClaren at [info@heavensgaitranch.org](mailto:info@heavensgaitranch.org).**



### **HGR CTRI Responsibilities:**

#### **Ongoing**

- Use good judgment, show kindness, and model professionalism at all times at HGR
- Maintain certification and good standing in best practices through PATH International at all times
- Maintain Adult and Child First Aid/CPR/AED Certification at all times

#### **Before Lessons**

- Assist the Program Coordinator in screening prospective riders or participants at HGR by attending team evaluation meetings
- Arrive to HGR one hour before the first lesson of the day for facility needs & arena set up
- Prepare written lesson plans with clear objectives, emphasizing what, why, and how
- Create & arrange arena set up to match instructional goals; modify weekly for rider progression
- Electronically share lesson plans with the Program Coordinator 24 hrs before conducting them
- Match rider & equine together based on individual need, considering the safety of the rider, horse, and/or volunteer(s) available and needed
- Determine proper tack for each rider, communicating it clearly at the start of each week to the Equine Manager & Volunteer Coordinator via Google Docs, keeping records for progress plans
- Update essential information via Google Docs, prior to the start of class

#### **During Lessons**

- Ensure all tack and safety equipment is adjusted and fitted properly for each rider and equine
- Supervise mounted and dismounted equine-assisted activities at HGR, stopping for PATH's mandatory safety checks
- Provide clear & concise instruction to participants, riders, veterans, and volunteers in the arena
- Model respectful communication that reflects HGR's mission

#### **After Lessons**

- Clear the arena at the end of the day including dumping the arena muck bucket, sweeping/vacuuming the family room & restrooms, and locking all doors to safely close
- Document each rider's progress after each lesson and record logs in rider files for the PC & ED to review and submit for billing. All session notes must be completed by the 4th of each month.

#### **Misc. Throughout the Year**

- Support staff at all operational levels, subbing when necessary
- Take direction from the Program Coordinator and supervise volunteers and/or instructors-in-training on site
- Be on site two days during lesson break weeks to staff volunteer training, participant intakes, filing, equine coverage, barn chores, donor visits, and/or special events
- Assist the Program & Volunteer Coordinator with volunteer training during lesson break weeks by using HGR's Volunteer Handbook as a checklist for proper training and protocol at HGR
- Submit program requests to PC two weeks before session start date
- Seek professional development opportunities to further quality of instruction
- Respond to and manage emergency situations at HGR (ex: emergency dismounts, basic horse first aid issues), working with the Board of Directors to complete an incident report
- Assist BOD in preparing for major events on and off site, including attending fundraisers that support HGR's nonprofit programs & staff.