

Position: Stables Instructor

Job Description 2021

Classifications: Seasonal Staff



Our Mission Statement:

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.

Qualifications:

- At least 18 yrs of age
- Actively practices Christian Science
- Emotional maturity and stability; good moral character and integrity
- Enjoyment of outdoor living
- Love for children
- Member of The Mother Church
- Thorough knowledge of horsemanship and ability to instruct
- Minimum three years experience working with horses
- Hold certification from an organization or riding school with instructor training, or present documented endorsements of previous successful experience in formal horseback riding instruction
- Possess competence in:
 - Skills specific to horse care and maintenance
 - Familiarity with natural environment hazards
 - Use and care of specialized equipment

Knowledge:

- Childcare
- How to work with others from a variety of backgrounds
- Supervision
- Crystal Lake Camps' standards and procedures (provided in staff manual)
 - Including how to conduct classes and engage with campers
- ACA and camp standards and procedures (provided in staff manual)
 - Including standards for horseback riding and horse care
- Needs to have past experience working with horses
- Has basic riding knowledge to teach campers the foundation of horseback riding.
- Understand the basics of saddle fit and the correct use of riding equipment: saddle pads, girths, bridles, bits, etc.

- How to assign campers to horses for a successful learning experience

Elemental Skills:

- Organization
 - Stay on top of class schedules and daily plans
- Taking initiative
- Program improvement, design, and class planning based on horsemanship knowledge
- Managing, building, and maintaining relationships
- Clear communication
- Creative problem solving
- Inclusivity
- Childlikeness
- Responsibility
- Flexibility
- Engagement

Abilities:

- To provide support of the Equestrian Director's class plans
- Work patiently with younger campers to show them how to safely work with horses
- Ability to lead a group of 2-6 campers on a trail ride
- Teach appropriate safety protocol in the ring as well as on the trails
- Develop creative class plans that involve both learning horseback riding and enabling campers to have fun and try new things
- Support in keeping the barn clean
- Take proper care of all barn equipment including inspecting it weekly and reporting anything to the Equestrian Director and Program Director
- Engage with the whole of camp
- Provide Christian Science care without camp resources available
- Working with others from a variety of backgrounds
- Sustain the horse's feeding and turnout routine
- Properly clean and put together tack, equipment, and work other necessary barn tools
- Can wake up early to clean the barn and muck the stalls to prepare for the day of classes
- Can maintain a healthy living situation for the horses: clean stalls, clean water buckets, clean feed buckets, etc.

Qualities:

- Nurturing
- Patient
- Organized
- Clean
- Enthusiastic

- Joyful
- Approachable
- Responsible
- Reliable

Responsibilities:

- Responsible to Equestrian Director for repairs, equipment, and supplies.
- Assist with maintenance and inventory of all riding equipment.
- Make sure that the riding area, including trails as well as instruction ring, is kept free of distracting sights and sounds.
- Make sure that stable, corrals, paddocks, and instructional rings are:
 - free from accumulation of manure
 - cleaned daily
 - in good repair
- Work with the Equestrian Director to ensure that physical well-being of the horses is maintained by ensuring that:
 - feet are not cracked or chipped excessively
 - open cuts or sores are cared for
 - horses with sores on back or stomach are not used
 - fly spray is used
 - all horses are groomed daily
- Follow a written feeding schedule that indicates approximate amounts of feeding (grain and hay) and watering.
- Have available and follow operating procedures and regulations as recommended by Camp Horsemanship Association (CHA).
- With Equestrian Director, Make sure that all riding equipment is:
 - appropriate to age, size, and ability of the user
 - maintained and in good repair
 - stored in such a manner as to safeguard the effectiveness of the equipment
 - is in conformity with legal regulations
- Help the Equestrian Director as they test and evaluate the riding abilities of each camper enrolled for riding.
- Provide specific opportunities for all campers in the riding program to increase their appreciation and understanding of the natural environment.
- Make sure that riding instruction challenges each age level of campers.
- Make sure that specific safety procedures have been carried out including:
 - written safety regulations are made known to campers
 - a ratio of adult leadership to participating campers is in proper relation to the regulations recommended by CHA.
 - first aid supplies and equipment are prepared to meet the potential emergencies related to the horseback riding activity.
- Possibly teach a Sunday School class if over 20.
- Give love and care to all campers at all times
- Be a role model
- Do your best
- Carry out the camp mission and purpose in the course of working with campers.
- Do metaphysical work for self, and horses each day.
- Assist with and participate in camp-wide activities when possible.

- Participate in Staff Training program.
- Take initiative in developing program activities.
- Be familiar with and conduct all program activities in accordance with the standards of the American Camping Association as outlined in the staff manual.
- All other duties as assigned