

YMCA Camp Bernie

Summer Camp Job Description

Job Title: Horseback Riding Director

Reports To: Program Coordinator

Position Purpose: The Horseback Riding Director furthers the mission of YMCA Camp Bernie through the overall development and delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. The Director oversees the care and maintenance of the horses and related equipment.

Essential Job Functions:

1: With the horseback riding staff, develop and deliver a horse program that is appropriate for the ages and abilities of the campers.

- a. Coordinate the development of lesson plans that meet camp outcomes and that are based upon evaluations of the camper's skills and abilities.
- b. Assure campers are properly supervised at all times.
- c. Be aware of and implement safety guidelines at all times.
- d. Ensure the overall evaluation of the horseback riding programs at Camp Bernie.

2: Maintain high standards of health and safety in all activities for campers and staff.

- a. Conduct staff training for horseback riding including rules of the trail, barn, and riding arena as well as safety equipment.
- b. Be alert to campers' health needs and assist them with personal and/or health problems and discuss them with camp health personnel.
- c. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Program Coordinator or Maintenance Team.
- d. Ensure campers and staff follow safety procedures, and be knowledgeable about the horse ring, riding arena and trails available for horseback riding.

3: Oversee the care and maintenance of the horses and related equipment.

- a. Supervise the maintenance of the horse equipment including all tack, feed, hay, medicine, stalls, etc.
- b. Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- c. Oversee the packing of all materials and supplies at the end of the season.

- 4:** Be the overall leader of the riding program area.
- a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers, staff and others in regard to general camp procedures and practices including sanitation, schedule and sportsmanship.
 - c. Evaluate, coach and support riding instructors formally and informally on a regular basis.
 - d. Work with Summer Camp Coordinators and Program Coordinator to ensure proper scheduling and coordination of the summer riding programs.
 - e. Represent and model the overall mission of the YMCA and its four core values: caring, honesty, respect and responsibility.

Other Job Duties:

- a. Contribute to verbal and written evaluations and communications as requested by Leadership Team and/or Summer Camp Coordinator.
- b. Participate enthusiastically in camp activities and be an engaged member of the Camp community.
- c. Any and all other added responsibilities as requested by Administrative Staff.

Qualifications:

- a. Must be at least 21 years of age.
- b. Must submit health history record and examination form prior to first day of work.
- c. Must have the ability to lead activities, be a group leader, and be flexible.
- d. Must have experience as a horseback riding instructor, and horse management, preferably in a camp setting.
- e. Must have familiarity with CHA guidelines.
- f. Must carry current First Aid and CPR certifications.

Physical Aspects of the Job:

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

Some physical requirements of a Horseback Riding position could be endurance including sitting on a horse for extended time, some bending, stooping, and stretching. Requirements for eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program and the ability to lift up to 50 lbs. Willingness 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.