

The Equestrian Reserve

Assistant Director - Lead Instructor

Job Description:

Provide staff training, management, and equestrian riding instruction in a large group setting. Manage lessons, camps, and competition events. Work closely with the Director to achieve all defined objectives.

Duties

Instructional

- Design lesson plans to meet needs of students in a large lesson group setting. Establish baseline competencies and goals for each rider. Maintain communication with riders and parents by providing skill development and goal achievement progress reports to riders and parents on an ongoing basis.
- Understand how to appropriately instruct and relate to elementary student riders differently than middle/high school students while being an approachable authority figure to all age groups.
- Effective use of time. Use each moment as teachable moments to assure safety and all riders' progress. Assure progress of all students, through clear direction and motivation.
- Understand and utilize the level system. Manage and communicate skill sheet progress with each student.

Managerial

- Coordinate use of horses to match students' needs and skill levels according to availability and proper use of horses. Manage which horses should be used more often and which horses need to be used less. Be aware of each rider's goals and encourage them to ride the horses that will help them accomplish those goals, and always appropriately challenging each rider with a horse of an appropriate level of difficulty.
- Direct groups of students and oversee the planned activities.
- Demonstrate organizational skills and the ability to multi-task. Handle parent issues, overseeing parking, manage office work and activities inside and outside the stable and arenas simultaneously.
- Attention to important details for overall program while developing and supervising staff to meet their objectives.

Skills/Qualifications

- Strong Leadership and Interpersonal People skills
- Horsemanship Skills: Strong equestrian knowledge and experience including riding instruction in both English and Western disciplines as well as horse management practices. Previous instructor experience is a plus.
- Interpersonal /Communication Skills – Pleasant attitude, professional demeanor, strong verbal communication, listening, conflict resolution and presentation skills.
- Self-Motivated and able to motivate others.
- Management Skills: High organization, attention to detail, strong multitask abilities.
- Administration Skills: Writing, Scheduling, time management, presentation.
- Computer Skills: Microsoft Office (Word, Excel)