

The Equestrian Reserve

Manager – Young Rider Program

Job Description:

Manage Young Rider Program. Provide riding instruction in small group setting. Manage lessons, assist with camps. Work closely with the Assistant Director to achieve all defined objectives.

Duties

Managerial

- This is a manager/instructor role.
- Oversee and manage the Young Rider Program.
- Manage general office work and barn work
- Contact prospective young riders for private lessons or enrollment in For The Love of Horses Classes.
- Coordinate use of horses to match students' needs and skill.
- Instruct students and oversee the planned activities.
- Demonstrate organizational skills and the ability to multi-task, manage office work and activities inside and outside the stable and arenas simultaneously.
- Attention to important details for overall program to meet objectives.

Instructional

- Design lesson plans to meet needs of students including diversifying for a wide range of skills.
- Understand how to handle preschool and elementary student riders.
- 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.

Skills/Qualifications

- 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.
-

The Equestrian Reserve

- Administration Skills: Writing, Scheduling, time management, presentation.
- Computer Skills: Microsoft Office (Word, Excel)

Leadership Skills

- Present a professional appearance and demeanor at all times. Be passionate about the Equestrian experience.
- Communicate rules or procedures to new parents.
- Be involved in addressing and resolving parent complaints if any.
- Initiate new ideas to improve or implement a safety strategy.