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YMCA CAMP CHEERIO JOB DESCRIPTION

Job Title: Assistant Riding Director

Branch: Camp Cheerio

FLSA Status: Non-Exempt / Seasonal

Reports to: Riding Master, Full Time Program Director

Revision Date: 10/10/2015

POSITION SUMMARY:

Under the direction and daily supervision of the Riding Master and Full Time Program Director, the Assistant Riding Master assists in all aspects of horse care and instruction program. The Assistant Riding Master participates as part of Support/Leadership Staff as determined by the Personnel Director.

ESSENTIAL FUNCTIONS:

1. Adheres and complies with the YMCA of High Point Employee Manual, Policy & Procedures Manual, Code of Conduct and Staff Standards & Expectations.
2. Supervises and/assists Riding Staff with feeding, saddling, and barn maintenance.
3. Maintains health of horses including shoeing and worming.
4. Schedules counselors for classes.
5. Enrolls campers up for classes based on ability and experience.
6. Teaches classes - beginner through advanced.
7. Establishes and enforces safety guidelines.
8. Assists in arranging schedule that provides feeding and care of horses between sessions.
9. Administers basic first aid until qualified medical personnel arrive.
10. Serves as an active member of the Leadership Staff, assisting in a weekend camper supervision, evaluations, and participating as a leader in other areas of camp as determined by the Camp Director.
11. Attends all staff meetings and in-service trainings.
12. Conducts behavior at all times in a professional manner to reflect positively on the YMCA.
13. Performs other duties and tasks as requested by immediate supervisor to facilitate efficient and effective operation of the YMCA.

QUALIFICATIONS:

1. Minimum age of 18 years.
2. Current certification in CPR and First Aid preferred.
3. Minimum of 2 years' experience working with horses, both in care and instruction.
4. Experience and strength in Western and/or English riding.

PHYSICAL DEMANDS

YMCA CAMP CHEERIO JOB DESCRIPTION – ASSISTANT RIDING MASTER

Sufficient strength, agility and mobility to perform essential job duties. Auditory ability to respond to critical situations. Ability to respond in emergency situations. Ability to stand for long periods of time. Ability to lift and push 50 pounds.

