



**Instructor – PATH International CTRI certified (Part-time)**  
Special Methods in Learning Equine Skills, Inc. (SMILES), Darien, WI

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### **POSITION SUMMARY**

The PATH International CTRI organizes, implements, facilitates, and evaluates the interaction between horses and clients with special needs for the purpose of contributing to their cognitive, physical, emotional, and social well-being. The instructor will embrace the culture of the SMILES organization, value our rich history and work closely with volunteers and other staff. This position reports to the Program Coordinator/Lead Instructor.

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### **SMILES MISSION**

SMILES transcends traditional therapeutic methods by offering individuals with special needs the joy of participating in an equine assisted program which provides social, emotional, physical, and personal rewards.

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### **RESPONSIBILITIES:**

- 1) Teaching: Instructs classes of up to six students at a time.
  - Meet the qualifications and conduct classes in a manner that is in keeping with PATH International standards and SMILES policies and procedures.
  - Provide assistance to other Instructors as a Support Instructor as required.
  - Communicate and interact effectively with students, parents or caregivers, donors, and visitors.
- 2) Volunteer Management
  - Assist Volunteer Coordinator with trainings when requested.
  - Communicate and interact effectively with volunteers.
  - Participate in the celebration of National Volunteer Week.
- 3) Documentation: Maintain all appropriate client and class paperwork.
  - Maintain and submit written class assignments noting student, horse, tack and volunteer assignments.
  - Maintain attendance records and report absent volunteers and clients to the office so follow-up contact can be made.
  - Create lesson plans as needed.
  - Maintain client progress notes in DonorPerfect (our CRM software).
  - File Occurrence Reports for any accidents or incidents.
- 4) Horse & Facility Care
  - Provide after-class horse and tack care.
  - Clean and organize riding helmets after classes.
  - When required, water arena and complete barn chores as necessary.
- 5) Continuing Education
  - Maintain PATH certification through necessary continuing education requirements.
  - Attend mandatory instructor meetings.
  - Attend mandatory instructor enrichment.
- 6) Attend and assist at SMILES special events.
  - SMILES plans events throughout the year, and it is essential for all employees to be in attendance and assist where needed or directed.



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**QUALIFICATIONS:**

- Current PATH International Instructor (CTRI) certification required
  - To learn more about the CTRI certification process, visit the PATH Int'l website here: <https://pathintl.org/certification/ctri/>
- Current CPR and First Aid certification
- Strong equine handling knowledge and skills
- Demonstrated ability in basic riding skills in English and/or western.
- Demonstrated ability to interface and engage with diverse volunteers, clients and caregivers.
- Excellent interpersonal communication skills.
- Demonstrated history of dependability and responsibility.
- Ability to be flexible and adaptable.
- Ability to collaborate with and work within a team environment.
- A valid driver's license.
- Must be at least 18 years of age.
- Must be able to pass a background check.

**PREFERRED EXPERIENCE:**

- Experience teaching horseback riding lessons
- Familiarity and experience with individuals with special needs

**EDUCATION:**

- High school diploma

**WORK ENVIRONMENT:**

- Ability to work in extreme cold/hot/humid weather conditions.
- Evening and weekend commitments are required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions needed.

**PHYSICAL DEMANDS:**

- Ability to lift up to 50 pounds.
- Must be able to stand/walk on rough terrain and cement for at least two hours.

**Other Duties as Assigned**

Please note this job description is not a complete list of all activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

**Compensation**

The part-time instructor position pays \$17 to \$22 per hour. Opportunities for salary increases are available.

Please submit resume and cover letter outlining your skills, interests and desire in applying for this position to the confidential email: [smiles@smilestherapeuticriding.org](mailto:smiles@smilestherapeuticriding.org)