



JOB DESCRIPTION – Equine Assistant / Horse Instructor

OVERALL OBJECTIVE:

The purpose of the Equine Assistant at River's Edge is to provide assistance for the development and coordination of the River's Edge Horse program. Assist in all aspects of the horsemanship program during the summer programs and for guest groups.

The individual selected for this role must be a born again Christian who is mature in the faith, who agrees with the camp's statement of faith, and who is in active fellowship in his or her church. Ideally, this individual has been involved in camp work in the past. This individual will be an excellent role model to all staff in the way they conduct themselves throughout their time of active service while at camp.

REPORTS DIRECTLY TO: Equine Coordinator.

QUALIFICATIONS:

- At least 18 years old (preferred).
- Desire and ability to work with and relate to children and one's peers outdoors.
- Training and experience in riding, training, and caring for horses.
- Good role model, high integrity, and adaptable.
- Current Standard First Aid and Adult and Child CPR certifications.
- Ability to communicate, supervise and work with assigned ages and skill levels and provide necessary instructions.
- Ability to observe campers, guest group and other employee's behaviour, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- The ability to identify and respond to all emergencies or hazards at all times.
- Physical ability to tack, ride, lead and work with campers on horses.
- Instructors Certification (preference will be given to those that are certified)

SPECIFIC RESPONSIBILITIES:

- Safety is to be "the most important factor". All tack is to be in working order and safe to use.
- Be responsible for the daily general watering, feeding and care of the horses.
- To care for and ready the horses needed for the RECA riding program in consort with the schedule of the camp/guest group in session. Catching, grooming and saddling of the horses as needed for the specific days program and the reverse thereof at the end of the day. Be the Lead Guide on trail rides.
- To assist in teaching the horsemanship program during the season, teaching riding lessons as required.

- Assist in the development of Biblical Christian lessons that can be taught from what you learn with horses.
- Maintain a written record of the individual horses – including the unique habits etc. and match riders and their abilities to the horses.
- If required, to give oversight to the records of camper progress in a riding program using the CHA manual as a reference.
- Follow established procedures for supervising camper health and enforcing all safety regulations.
- Correct and document, as necessary, situations that endanger the emotional or physical safety of any person during your classes.
- Maintain records of camper participation and ensure, when possible, that all classes occur on time and as planned.
- Ensure staff is enforcing and following all rules and are fulfilling all assigned duties in the riding program.
- Maintain a neat, orderly, functional and “secure” tack room at all times. All tack is to be cleaned/oiled etc as required on a regular basis.
- Keeping the barn clean and habitable for the horses and guests.
- Regularly check and maintain all fencing – keeping it in good repair.
- Explore/establish new trails on the camp property to provide variety to the campers/guests.
- Maintain positive public relations with parents, visitors, and the general public at all times.
- Perform any and all other duties that are assigned for the benefit of the camp.
- Attend and participate (possibly lead) in the daily devotion time with the other support staff
- Be available to host retreats on weekends (at most, once a month)
- Other tasks as assigned.

PERSONAL CHARACTER TRAITS

Passionate about pursuing Jesus – You have a deep relationship with Christ that is modeled through character and competence. You have strong spiritual disciplines. Your faith is part of your everyday life. You strive to live it out practically, authentically and humbly.

Passionate about helping other pursue Jesus – You have an understanding of people and how to align them in pursuing wholeness with Jesus. You believe in the future of Rivers Edge Camp & Retreat Centre. You take your responsibilities seriously.

GUIDING PRINCIPLES:

Called - Have a deep purpose about your life that flows from a strong awareness that God has directed you to serve Him by using your passion and giftedness.

Character - Have demonstrated a high moral integrity that exhibits itself in your personal life, your spiritual life, and your relational life. In other words, you are truthful, faithful, sincere, hardworking—a person worthy of respect.

Committed - Displaying a spiritual authenticity through a mature and consistent commitment to Christ and His kingdom purposes.

Compatible - Be a good ministry fit, a relational fit, and a skill fit with the Rivers Edge Service Team.

Coachable - Be aware of your own limitations and inadequacies and eager to learn and to improve. In other words, you will never stop learning as a person.

Competent - Demonstrates a high degree of effectiveness in your previous roles and continue that high level of proficiency at Rivers Edge.

Congruent - A strong supporter of the Camp's position in relationship to the denomination, and willing to work in cooperation with the statement of faith and the policies and procedures of the Evangelical Missionary Church of Canada and its doctrinal views which are in harmony with this ministry and the Leadership Team Leader.