

Milestones, Inc.

Position Description

Position Title: Instructor



**Summary and Purpose:** Instruct therapeutic lessons provided by Milestones, Inc. (Milestones, a 501 (c) (3) organization) to ensure that riders meet established goals in a safe and effective manner.

**Requirements:** Work with individual riders and their families to achieve therapeutic goals. Also work with Volunteers and the Program Director to provide safe, effective and therapeutic programming consistent with Milestones standards.

**Reports To:** Executive Director

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**Area of Responsibility**

**Conduct Lessons**

Description \_\_\_\_\_ Conduct therapeutic riding lessons provided by Milestones in a manner consistent with the mission of the organization. Proper conduct of lessons involves tasks to be completed **prior to, during, and after** lessons.

Tasks/Metrics \_\_\_\_\_ **1)** Consistently and reliably complete the following duties **prior to** each lesson (*as measured by the presence of written lesson plans and review of safety incidents*):

Duties \_\_\_\_\_ Prepare written lesson plans with complete objectives for each lesson.

Schedule horses and necessary equipment for riders and volunteer assignments for each lesson.

Prepare horses for lessons, including evaluating each horse for soundness and attitude prior to each lesson.

Prepare the arena as needed for each lesson.

Complete thorough safety checks of all tack prior to every mount.

Train volunteers on their duties for each lesson.

Tasks/Metrics \_\_\_\_\_ **2)** Consistently and reliably complete the following duties **during** each lesson (*as measured by review of safety incidents*):

**Mission Statement:** We strive to assist each rider to become an innovative and productive member of the community by building independence, self-confidence, and social skills in a fun, loving environment.

Position Description approved by Board of Directors on 8/10/15

Duties \_\_\_\_\_ Conduct a safe and effective lesson.  
Conduct lessons at their scheduled time and for their scheduled duration.  
Manage volunteers in each lesson to ensure that safety is maintained.  
Ensure that volunteers and visitors (including families) follow the posted rules of Milestones.

Tasks/Metrics \_\_\_\_\_ **3)** Consistently and reliably complete the following duties **after** each lesson (*as measured by the timely presence of progress notes*):

Duties \_\_\_\_\_ Make regular progress notes on each rider.  
File all progress notes within seven days of last lesson as agreed upon with Program Director and Executive Director.  
Ensure safety is maintained by returning all used equipment to its proper place.  
Where possible, address any volunteer performance issues with the volunteer.

**Area of Responsibility      Organizational Development**

Description \_\_\_\_\_ Promote and improve the quality of programs and services offered by Milestones by being the front-line connection from the organization to the riders and the wider public.

Tasks/Metrics \_\_\_\_\_ **5)** Instructors are aware of their essential role as the providers of high-quality service and act as ambassadors for the best interests of Milestones in all interactions (*as measured by performance reviews, feedback from families, staff, and volunteers*).

Duties \_\_\_\_\_ Regular attendance at Staff Meetings and collaboration with the Program Director, Executive Director and Board of Directors as needed.  
Promote the best interests of Milestones in a positive manner in all interactions with others, both inside and outside of the organization.  
Follow proper channels of communication to express grievances and ensure that problems are addressed appropriately.  
Develop and maintain relationships with local equestrian, therapeutic, and related services providers to promote Milestones and generate additional riders, volunteers, donors and other means of organizational support.

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Assist, as needed and available, with rider and volunteer events, competitions, and fund-raising events.

**Acknowledgement**

I attest that I have received a copy of this position description and I understand the tasks that will be used to evaluate my performance. I will receive a copy of this form and the original will be retained by Milestones, Inc.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Milestones, Inc. representative

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This description is not intended to be a complete list of responsibilities, tasks or duties. It is understood that some aspects of this position will change over time. Additionally, completion of the Duties as noted above will not necessarily lead to completion of the Tasks/Metrics, but rather the Duties are provided as additional strategies that will support the attainment of the Tasks/Metrics.

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