

Fieldstone Farm Head Instructor

Job Summary

Reports to: Chief Operating Officer Supervises: Special Events Coordinator, Student Assessment Coordinator, Instructional Staff	Key Relationships: Volunteer Manager, Equine Director, Program & Research Director - Member of Operations Council
Summary: Responsible for ensuring the highest quality instruction across all equine-facilitated disciplines. The Head Instructor is responsible for direct supervision of all instructional staff. They are also responsible for recruitment, training and evaluation. The Head Instructor is accountable for the family/participant experience which includes communications, satisfaction, and retention.	
Essential Responsibilities:	% of time
Service Delivery: <ul style="list-style-type: none"> • Responsible for the advancement of lesson quality including staff training, development and consistent evaluation. • Provide direct or indirect supervision to all instructional staff in regards to service delivery and professional growth. Conduct annual performance evaluations. • Supervise staff implementing special events including instructor educational programs and horse shows. • Ensure family/participant attendance compliance, satisfaction and retention. • Work with Outreach Specialist to create mounted/unmounted teaching schedule. • Teach at least 2-3 weekly classes. • Oversee summer camp including setting camp dates/sessions and hiring, training and supporting Camp Director and Assistant Camp Directors. 	80%
New Partner & Program Development: <ul style="list-style-type: none"> • Support Program & Research Director and Outreach Specialist in identification and development of new partnership opportunities. 	5%
Administrative: <ul style="list-style-type: none"> • Contribute to annual budget process and monitor spending. • Responsible for salaried and part-time instructional payroll. • Document activities (reports, Standard Operating Procedures) to facilitate organizational quality improvement initiatives. • Facilitate instructor meetings. • Work with the Volunteer Manager and Special Programs Coordinator to ensure Wranglr is functioning optimally. 	15%
The ideal candidate will have: <ul style="list-style-type: none"> • 5+ years of equine programming and supervisory experience with a record of success • Minimum of a CTRI Certification from PATH Intl, or comparable equine experience and professional degree with willingness to achieve CTRI within one year of employment • Strong interpersonal, supervisory and team-building skills • Superior organizational and communication skills • Strong project management skills • Self-starter, motivated, and demonstrated ability to take initiative • Superb horse handling and riding skills 	