



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **CAMP MANITO-WISH YMCA - HORSEBACK RIDING ASSISTANT**

### **MINIMUM QUALIFICATIONS:**

1. Minimum of 18 years old
2. Previous leadership experience
3. Desire and proven ability to positively interact, teach, build confidence and self-esteem and work with children and staff in wilderness and "in-camp" settings
4. Knowledge of horse care and training as well as equipment maintenance and care
5. Certified in Lifeguard Training (LGT)/Wilderness Water Safety (WWS), Standard First Aid/Wilderness First Aid (WFA) and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
6. Good written and verbal communication skills
7. Strong and good character: Optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

**RESPONSIBLE TO:** Horseback Riding Director  
Program Staff Director  
Summer Program Director

### **ESSENTIAL FUNCTIONS:**

1. Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers
2. Ability to teach both English and Western riding styles to participants of various skill levels
3. Ability to take care of horse and maintain a safe barn
4. Ability to physically ride and train the horses
5. Ability to work independently, meet deadlines, and communicate effectively
6. Ability to communicate and train staff and campers in safety regulations and emergency procedures
7. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
8. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the in-camp program
10. Must be able to relate effectively to diverse groups of people

### **SPECIFIC RESPONSIBILITIES:**

1. Manage the risk to best provide a safe and secure riding area
2. Understand proper procedures in case of any emergencies at the riding area
3. Work with horses and classify them as to their suitability for various levels of riding skill
4. Teach variety of riding skills, maximizing the number of riders for instruction
5. Include participants in feeding and grooming the horses
6. Lead trail rides around the area and on trails
7. Supervise detail at the horse barn
8. Include participants in feeding and grooming the horses
9. Make Program Announcements for activities offered during morning coaching periods
10. Maintain a good working relationship with the horse owner, Ferrier, feed suppliers, veterinarians (as needed), DNR personnel, private landowners, and general public who may have an impact on (or be impacted by) our riding program
11. Participate in evening activities, opening/closing day events, and special activities
12. Actively participate in all training sessions
13. Attend and be on-time to each meal when not on time-off

14. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
15. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals and at night as necessary
16. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
17. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
18. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
19. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
20. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
21. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
22. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
23. Perform other duties as assigned

**TIME OFF:**

1. Two 24-hour period and one 12-hour off per session
2. Any other time off at the discretion of the Horseback Riding Director