



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

CAMP MANITO-WISH YMCA – BARN INSTRUCTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 18 years of age
2. Knowledge of horse care and training as well as equipment maintenance and care
3. Level 1 CHA Instructor or Trail Guide Certification or equivalent experience with horses (preferred)
4. Leadership experience (preferred)
5. Desire and proven ability to positively interact, teach, and build outdoor and life skills (including confidence and self-esteem) with youth
6. Certified in Wilderness First Aid and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
7. Good written and verbal communication skills
8. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Barn Director
Program Staff Director
Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Ability to teach both English and Western riding styles to participants of various skill levels
2. Ability to take care of horse and maintain a safe barn
3. Ability to physically ride and train the horses
4. Ability to teach campers about barn program activities as learned in staff training and previous experiences according to Camp Manito-wish policies and practices
5. Able and interested in leading, living alongside, teaching and supporting campers (10-18 years old)
6. Comfortable and interested in outdoor living and outdoor activities
7. Ability to effectively communicate, work independently and meet deadlines
8. Ability to effectively communicate and work with campers as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
9. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
10. Able and willing to accommodate and provide equitable experiences to diverse groups of people
11. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
12. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
13. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
14. Able to carry a 60 pound bag of grain or hay bale
15. Able to stand and facilitate designated program area for up to 8 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Manage the risk to best provide a safe and secure riding area
2. Act on a team of barn staff for the session or assigned dates
3. Assist in the daily feeding, grooming, and general care of horses
4. Facilitate a safe, educational, progressive and fun barn and riding program including "levels" and tournaments

5. Work with horses and help classify them as to their suitability for various levels of riding skill
6. Teach variety of riding skills, maximizing the number of riders for instruction
7. Include participants in feeding and grooming the horses
8. Lead trail rides around the area and trail
9. Assist in the review and development of lesson plans during training week with updates following throughout the summer
10. Be responsible cleanliness, organization, and management of the barn and riding area and equipment
11. Maintain and be accountable for all barn and riding equipment
12. Utilize and practice industry standard operations and risk management over the barn area, riding area, equipment and program
13. Provide appropriate repairs to barn area, riding area and equipment per skill and expertise
14. Submit maintenance requests for riding equipment and area as needed
15. Deliver program announcements and skits for lesson plans and activities offered for the day
16. Assist in planning and coordinating of special events, activities, skits and other programmatic components
17. Assist in aspects of camper experiences which include:
 - Responsibility for campers' general health, safety and behavior management in camp
 - Knowledge of Program Area, waterfront and Section Game rules while in camp
 - Knowledge of swimming rules while in camp
 - Knowledge and implementation of risk management in camp
 - Ability to provide support and direction to campers
18. Monitor and display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
19. Participate in all evening activities, opening/closing day events, and special activities
20. Become familiar with the use and applications of all items in the program first aid kit
21. Be familiar with emergency procedures
22. Provide direction to campers during emergency procedures, in both drills and implementation in case of emergencies
23. Complete detail (cleaning assignment) as assigned and assist in the stewardship of Camp- assist in detail and special projects around Camp and maintaining a high standard of cleanliness in bathrooms/washhouses, workspaces, program areas and staff housing
24. Take responsibility over assigned program area details
25. Abiding by Camp's systems and policies regarding financial reporting (petty cash management, receipt retention and labeling, appropriate use of funds, accountability for all petty cash) as applicable
26. Complete all pre- and post-session paperwork including: initial program area inventory, lesson plans, program evaluations, planning paperwork, incidents and near miss reports and end of season inventory
27. Submit an evaluation at the end each session and the end of the summer season as instructed by supervisor
28. Actively participate in all training sessions
29. Attend each meal when not on time-off
30. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
31. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
32. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
33. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
34. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
35. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
36. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
37. Perform other duties as assigned

TIME OFF:

1. Two 24-hour period and one 12-hour period off per session
2. Any other time off at the discretion of the Barn Director, Program Staff Director or Program Director