

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

SOCIAL SECURITY NUMBER

Mr.
Mrs.
Ms.

POSITION: Program Director – Saddle Pals

PAY RATE:

WORK IS:

DATE OF HIRE _____

_____ Full-time
_____ Part-time
_____ Hourly

DAYS & HOURS OF WORK

LENGTH OF LUNCH PERIOD _____

CLASSIFICATION: _____ Exempt _____ Non-exempt

BASIC FUNCTION:

Directs, administers, and coordinates the activities of the Saddle Pals program in support of policies, goals, and objectives established by the organization by performing the following duties personally or through subordinate managers

SUPERVISOR: Associate Director

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- A.S. in Animal Science/Equine Management or equivalent in experience.
- Two years experience in staff supervision/personnel management.
- Experience with and demonstrated ability in riding, training, and caring for horses in a healthy, consistent, humane and safe manner.
- Knowledge of and interest in the principles of therapeutic riding and the appropriate use of horses in a therapeutic setting.

- Interest in continuing education in the fields of equine studies, therapeutic riding, and related fields.
- Knowledge and understanding of applicable NARHA standards for program management.
- Understanding of equine health issues and appropriate emergency and first aid skills for horses.

Certification

- CPR and First Aid certification
- Fingerprint clearance
- Registered level NARHA Instructor (minimum), Advanced level preferred

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Able and willing to observe and demonstrate appropriate safety rules, and willing to follow Saddle Pals horse handling procedures at all times.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of basic word processing, spreadsheet (including tables and graphs) and database software.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle, finger, or feel. Regularly required to talk and loudly project his/her voice. Regularly required to hear/listen. The employee is frequently required to stand; walk and reach with hands and arms. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Physically capable of conducting hands-on training and work with horses and of meeting the strenuous physical demands necessary to perform all horse training and care activities.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to horses of various temperaments and levels of training. . The employee is regularly exposed to various degrees of movement while riding the horses. The employee is regularly exposed to outside weather conditions; extreme cold; extreme heat. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. The employee may be exposed to unanticipated behavioral responses from the rider.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Recruit, interview applicants, recommend hiring, supervise employees and evaluate staff performance.

Reviews referrals and diagnoses, formulate recommendations for rider placement and provision of service.

Monitors staff activities and gives technical assistance in areas such as assessment, curriculum development, use of materials and equipment and management of rider behavior.

Plans and coordinates staff meetings, volunteer training and staff in-service training.

Solicits public support and explain program objectives.

Process and monitor the re-registration process for program compliance.

Maintains waiting list of potential riders including:

- Mailing updates two times yearly to waitlist students
- Screen applications for contraindications
- Mailing paperwork when students reach top of list
- Correspondence regarding applications
- Schedule therapist evaluation of riders prior to entrance in program

Work with Equine Coordinator to ensure the safe and appropriate use of all horses.

Evaluate potential horses and process new horses to ensure program accountability.

Work with the Volunteer Coordinator to ensure compliance with all paperwork requirements for volunteers.

Coordinate volunteer training program (Sidewalker/Intro training, Horse Leader Training, Groom & Tack Training, Overview of Disabilities and Basic Riding Skills).

Oversee facility to ensure proper maintenance and report all facility concerns to Facility Coordinator.

Review all incident reports and take action as needed.

Work all Program to staff to ensure continuity and consistency across program activities.

Keep UCP Associate Director apprised of any issues, problems or special needs concerning program operations.

Oversee the operation of the Saddle Pals program including, but not limited to:

- Ensure safety of arena and prep environment
- Appropriateness of rider activities and conduct
- Appropriateness of volunteer conduct and use
- Appropriateness of horse treatment and use
- Oversee all aspects of program operation
- Ensure timeliness of all program activities including lesson start and end times, horse preparation, volunteer preparedness
- Ensure that quarterly paperwork is completed by instructors including, but not limited to student progress reports, student profiles and summaries
- Ensure arena is prepared for use
- Facilitate communication between parents, students, staff and volunteers
- Ensure horses are warmed up prior to program and have a health and soundness check
- Volunteer Supervision in the absence of Volunteer Coordinator
- Assigning extraneous volunteer duties
- Ensure facility is shut down properly and horses are in their designated area
- Ensure that all tack and equipment is placed in its designated location
- Schedule therapist visits during program time as well as for yearly evaluations and new rider evaluations
- Determine tack and equipment needs to ensure safe and appropriate program operation
- Purchase appropriate tack and equipment upon approval from Associate Director of UCP
- Instructor Supervision
- Ensure that maintenance and inspection of all tack & equipment is performed routinely
- Ensure compliance with all paperwork requirements for program participants and parents
- Yearly updates of all paperwork for students and volunteers
- New rider Evaluations

- Create & Update forms/paperwork pertaining to NARHA standards including, but not limited to, horse use log, student attendance, incidents etc.
- Accreditation maintenance including re-accreditation every five years
- Correspondence & paperwork maintenance
- Ensure all personnel comply with NARHA standards and UCP / Saddle Pals policies and rules of conduct

Assists in development of program policy and goals.

Develop and implement innovative new programs.

Compile data and assist with writing United Way Grant Quarterly Reports.

SUPERVISORY RESPONSIBILITIES

Directly supervises all staff and volunteers at the Saddle Pals' program.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments. Customers include, but are not limited to: riders, volunteers, parents, vendors, horse owners

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings, Is able to alter teaching strategies to meet the demands of various riders.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: With approval of supervisor (s)

For personnel changes: None

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, gender identity, marital status, medical condition, physical handicap, or veteran status.