



## **Equestrian Programs Internship Job Description**

**Job Summary** - Under the supervision of the Equestrian Programs Manager of the National Ability Center, interns will provide assistance in the delivery and management of EAAT programs. Specific duties will be discussed during interviews but may include the following: teaching lessons, administrative duties, event planning, and horse schooling and care. Interns will also be responsible for interacting with staff, volunteers, participants and their families.

**Location** - National Ability Center (1000 Ability Way, Park City, Utah 84060)

**Supervisor** – Equestrian Program Manager

### **Responsibilities**

- Implement and supervise safety/risk management protocols in a caring and fun environment for participants, volunteers and staff.
- Teach adaptive, therapeutic and non disabled riding lessons as well as driving for Hippotherapy lessons as assigned.
- Conduct Pre-lesson activities as assigned such as complete participant assessments, create lesson plans, review progress notes, prepare for lesson activities, lunge horses.
- Conduct post-lesson activities such as discuss lesson with parents and volunteers, put tack away, write progress notes on each student, clean barn, feed horses.
- Complete evaluations and report cards to assess participant abilities.
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- Assist in daily care of horses as assigned: Schooling, feeding, medical care when necessary.
- Communicate clearly, honestly and respectfully with all staff, participants, parents and volunteers.
- Attend required staff meetings and trainings.
- Assist with special events including pre and post event tasks as assigned.
- Assist Equestrian Management Team as requested.
- Assist with summer camps and special groups.
- Assist in training volunteers as requested.

### **Qualifications**

- Commitment to a positive, fun and team-oriented working environment
- Working knowledge of National Ability Center policies and procedures (upon training)
- An undergraduate or graduate college student or commiserate professional experience preferred
- Completion of a Utah State background check & valid driver's license
- Basic computer processing skills including MS office required
- Experience with people of all abilities, programming and safety needs
- Ability to give and receive feedback in a positive manner
- Commitment to all responsibilities and expectations
- Current CPR / First Aid certifications. (Minimum)
- Ability to work outside year round and lift at least 70 pounds
- Riding skills in western and/or dressage

**Hours and Days** - A minimum of three months or 120 hours commitment is required. During that time, interns are expected to work a minimum of 10 hours per week. Schedule is flexible as agreed upon by supervisor and intern. Hours will include weekday and weekend work.

**Benefits** - Internships with the National Ability Center are not paid, but offer valuable hands on experience. National Ability Center's Equestrian Programs Internship will provide applicants with a strong background in areas required for success in the EAAT field. Course credit may apply.

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_