

<b>Employer:</b>	Harmony Acres Equestrian Center
<b>Title:</b>	Program Director
<b>Full/Part Time:</b>	Full-time 40 hours per week
<b>Supervisor:</b>	Executive Director
<b>Pay Range and Benefits:</b>	\$23-28 per hour, DOE QSEHRA benefits of \$375 per month; paid-time off, holiday, and sick time as per company manual

## JOB DESCRIPTION

The Program Director at Harmony Acres Equestrian Center is responsible for the planning, development and implementation of therapeutic and animal-related programming, including but not limited to the following: Therapeutic Riding, Equine Assisted Learning, Volunteer Programming and Outreach Programs, in close coordination with the Executive Director. A primary function of this and every other job at Harmony Acres Equestrian Center is to ensure that each member, guest and visitor of HAEC understands the safety procedures at our facility and receives the best care possible, specific to each individuals' needs.

### **Job Duties:**

#### **Scheduling:**

- Oversee facility schedule regarding feeding and animal care. Ensure feeders/animal care staff are scheduled for twice daily shifts in order to ensure top quality care of the Harmony Acres Animals.
- Work with community agencies to plan and implement special events and groups in coordination with the Executive Director and other facility personnel
- Oversee the Harmony Acres block schedule regarding client programming. Work closely with Harmony Acres therapists, instructors, peers, and case manager to coordinate program scheduling including individual sessions and groups and ensure appropriate use of Harmony Acres animals and volunteers.
- Assist instructors in the management of online scheduling tools and ensure proper scheduling of clients and volunteers for each block schedule.

### **PATH/Therapeutic Riding**

- Become an expert on PATH standards by going through the PATH CTRI certification process, underneath the supervision of a PATH instructor. Participate in individual sessions and groups and learn to lead sessions in order to practice application of PATH standards. Lead a small number of sessions once certified and be available for consultation from other instructors.
- Work with instructors to ensure Harmony Acres sessions meet the quality and safety standards set by PATH. Lead the coordination of communication regarding horse use, equipment, and client needs. Oversee the implementation of PATH standards.
- Oversee procurement and management of tack and equipment to ensure safety standards are met. Manage wish list for facility needs. In conjunction with the Executive Director
- Assist in the development and maintenance of Harmony Acres policies regarding PATH standards. Write new policies to meet the requirements of PATH certification and assist in their implementation across programming. In coordination with the Executive Director and HAEC Board of Directors.
- Oversee the development of horse acquisition and integration according to PATH standards
- Identify and communicate facility needs regarding the safety of PATH sessions. Assist in the development of plans or budgets for needed facility improvements or maintenance. In coordination with the Executive Director and HAEC Board of Directors.

### **Program Management:**

- Work together with the Case Manager and Executive Director in ensuring the collection and analyzation of measurements, such as pre- and post- questionnaires, demographics.
- Communicate with instructors to ensure facility paperwork standards are followed and properly stored. Oversee therapeutic riding assessments and treatment plans through regular audits and meeting with instructors. Report results to the Executive Director and other applicable team members.
- Ensure reporting of incidents or accidents in compliance with Ark Agency standards. In coordination with the Executive Director
- Work with staff members and Harmony Acres team to develop new ideas for programming, regarding program improvements, growth, or new programs. Work with Executive Director and other team members to implement program improvements.

### **Volunteer Management/Development**

- Oversee the development, management and scheduling of facility volunteers. Ensure correct paperwork is collected and stored. Ensure appropriate training and vetting of volunteers who serve in specific facility roles such as horse handlers or side walkers.

- Schedule and lead volunteer orientations and training. In conjunction with the Executive Director, Instructors, and Animal Care staff.
- Oversee individual and group training plans for facility volunteers, such as schooling groups or special classes (i.e. horse handling or side walking)
- Communicate with Volunteers regarding scheduling and job duties; ensure new volunteers are connected to a mentor or supervisor; work alongside volunteers if needed.
- Work with other staff members to oversee volunteer performance and communicate with volunteers improvements or changes as needed.
- Assist in the management of volunteers at outreach opportunities such as resource fairs or networking opportunities

### **Animal Care**

- Learn the animal care schedule including feeding and animal needs. Fill in if needed
- Assist in overseeing horse/animal management in coordination with the Animal Care Coordinator and the Executive Director. Ensure animal needs are met to the highest possible standards. Advocate for animals as needed. Assist with medical or farrier care if needed/requested
- Oversee the scheduling and management of animal schooling groups and training and work plans for individual animals in coordination with the animal care coordinator, facility instructors, as well as the Executive Director.

### **Staff Supervision/Leadership**

- Provide supervision and oversight for specific facility staff, as assigned (currently facility instructors and part-time animal care staff). Meet with staff members for yearly reviews, coordinate staff schedules, communicate with them regularly regarding feedback. In coordination with the Executive Director
- Plan and schedule facility safety meetings with staff, therapists, instructors, and key volunteers on a monthly basis, in coordination with the Executive Director.
- Oversee training and development plans for individual staff members. Identify appropriate trainings for staff training plans, or plan group trainings for all staff at the facility. In coordination with the Executive Director.
- Take a lead role in implementing a positive working environment and planning staff and volunteer incentives and opportunities. In coordination with the Executive Director.
- Assist in the oversight of supervised staff hours as applicable in the bi-weekly payroll system. Oversee and approve time sheets for supervised staff. Assist in payroll management.
- Communicate HR benefits to staff members as needed or applicable
- Become familiar with the role of the Board of Directors, attend Board meetings on occasion. Participate in strategic planning meetings or other leadership opportunities.

- Work closely with the Executive Director to develop and implement any facility, staffing or program improvements. Take a leadership role in gathering information and ideas and discussing new implementations.

### **Development**

- Support facility fundraising efforts as needed
- Assist in resource development via facebook posts, networking events, tours with potential donors, or other application of special skills
- Act as an ambassador for Harmony Acres in the community; attend presentations or events; speak with Harmony Acres donors and supporters

### **Administrative**

- Support all team members in needed communications and facilitation and implementation of plans. Take a lead role in communicating.
- Complete needed paperwork or electronic documentation.
- Ensure office supplies are stocked and communicate any other facility or IT needs to the Executive Director. Schedule needs or maintenance if requested.
- Assist in overseeing and managing the facility budget, in coordination with the Executive Director.

### **Required Knowledge and Qualifications**

B.A. or B.S. Degree in relevant field

PATH CTRI certification or ability to acquire this level within 1 year

Minimum of 5-years experience (combined) with horse care/management and/or riding, instructing, and training.

Excellent communication and organizational skills.

Ability to work and make decisions independently.

Demonstrated commitment to and discernment of safety needs and issues

Clear understanding of organizational risk management standards.

Current first aid and CPR certification or ability to obtain in 6 months.

Commitment to a positive, fun and team-oriented working environment.

Ability to organize and manage multiple priorities.

Demonstrated ability to work productively and collaboratively within a team.

Flexible with a strong work ethic and an entrepreneurial spirit to accommodate multiple responsibilities and shifting priorities.

Ability to work well with others and motivate people.

Ability to positively receive and provide job coaching for personal development.

**Benefits:**

- A flexible work schedule that can include some work from home time (possibly up to 10 hours per week) and accommodate work/life balance
- A positive working environment that emphasizes the health and growth of staff members
- Professional Development with paid training opportunities and the opportunity to develop yourself as a leader
- The opportunity to work with animals and team members to make a positive difference in the lives of others