



Job Description – Program Manager

Chesapeake Therapeutic Riding, Inc. (CTR) is seeking a Program Manager to join our dynamic team.

This position is the lead position for programming at CTR. The Program Manager's primary responsibility is to determine curriculum for lessons and be responsible for conducting lessons as well as providing onsite support as a registered therapeutic riding instructor or instructor in training as required by the Professional Association of Therapeutic Horsemanship International (PATH). Reporting to the Executive Director, the Program Manager will carry out the duties and delegate as needed to the instructors, instructors-in-training and lesson volunteers.

CTR founded in 2003 and located in the Jarrettsville area of Harford County, is a non-profit organization and member center of PATH International. CTR provides a fun and unique healing experience through our therapeutic riding program for children and adults with special needs. Through the kindness of benefactors, volunteers and horses, CTR's riders and families find hope, growth and compassion. Our mission is to encourage healing and celebrate life with individuals and groups whose minds, bodies and spirits will benefit from the transformational connection between people and horses. Our vision is to establish CTR as the premier equine-based, therapeutic healing and recreation center in the Mid-Atlantic region.

Responsibilities:

- Plan lesson activities for all clients that address unique learning needs
- Maintain client records inclusive of learning benchmarks, etc.
- Communicate with volunteers and instructors regarding volunteer needs for lessons;
- Schedule an appropriate number of trained volunteers to assist in lessons;
- Provide training and support for instructors-in-training and volunteers;
- Schedule Volunteer Orientations and Instructor/Volunteer Workshops totaling a minimum 20 hours per year for registered instructors to maintain certification compliance; and
- Report any needs to the Executive Director.

Education: Bachelor's Degree preferred

P.O. Box 475, Abingdon, MD 21009 | 443.528.7793

ctrchanginglives.org

Qualifications:

- Must be at least a PATH International Registered Level Instructor (advanced level instructor certification strongly preferred) or actively pursuing certification as an instructor in training.
- Experience in managing volunteers and working with both physical and cognitive disabilities. Must possess strong leadership, client relationship and solid organizational skills.
- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative and problem solving skills
- Prior experience in horseback riding lesson instruction necessary
- Must be able to demonstrate proficiency of horse care and behavior
- Strong verbal and written communications skills
- Able to use Microsoft Word and Excel
- Demonstrated ability to think proactively and thorough understanding of CTR’s horse care procedures

Requirements:

- Full-time
- Candidate must be available to work evenings and weekends.

Hourly Rate: \$15 to \$20 per hour

CANDIDATE SELECTED FOR POSITION MUST PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION. CANDIDATE MUST ALSO PASS A CRIMINAL HISTORY BACKGROUND CHECK.

Please send resume with cover letter to the address below:

Chesapeake Therapeutic Riding
P.O. Box 475
Abingdon, MD 21009

Or email to: info@ctrchanginglives.org

