



## Horse Program Specialist Job Description

**Reports to:** Camp Directors

**Job Purpose:** Horse Program Specialists participate as members of the Program Team to provide a safe and fun experience for all Camp Mak-A-Dream participants, volunteers and staff. This position leads the horse program that adapts from week to week to ensure age appropriateness and inclusivity.

### **Horse Program Specialist Responsibilities:**

- Act as a lead facilitator for all horse program activities and follow all safety guidelines
- Assist with care and upkeep of horses
- Clearly outline safety instructions and behavioral expectations during all camp activities, including horse program activities; ensure that safety instructions and behavioral expectations are followed by all participants (campers, volunteers and staff)
- Develop camp activities and horse program activities that are safe and inclusive
- Maintain all horse program equipment, paying special attention to safety and risk management issues and bringing any issues or concerns to the immediate attention of the Camp Leadership

### **Program Team Responsibilities:**

- Actively participate as a member of the Program Team in leading all daily and evening activities (such as theme night, campfire, ropes course, campout, talent show, dances, butte hike, horses)
- Arrive on time to daily meetings and actively participate
- Adhere to and enforce safety rules for all camp activities both on and off campus.
- Maintain adequate staff/camper ratio during all camp activities.
- Communicate with Camp Leadership regarding any risk management issues that arise during camp (medical, safety, facilities, psychosocial etc.) or any general issues, needs, or concerns.
- Learn and assist in implementation of Camp emergency procedures
- Serve as back up cabin staff as needed
- Provide guidance and encouragement to all campers, volunteers, and staff to enhance a supportive environment
- Actively participate in and reside on campus for all of staff training
- Remain on campus on the last day of each session until all campers have departed and campus is clean and prepped for the next session, unless other arrangements have been approved by Camp Leadership
- Live in the staff cabin and assist in keeping it neat and clean
- All Program Staff are contracted to work one day between camps in addition to extra hours on departure day one time during the summer season. These days will be assigned during staff training. Duties are to be on call in case campers can't make their flights and need supervision. If there aren't any campers needing to be supervised, duties will include cleaning, kitchen tasks, and programmatic prep.
- Adhere to the seasonal contract and rules, regulations, and policies with a positive attitude
- Perform other duties as necessary

### **Requirements and Qualifications:**

- Must have previous experience working with and/or riding horses
- Previous experience working with children, teens, and young adults preferred
- Must be able to navigate campus without assistance, conduct horse program duties and any needed safety response/measures, lead and assist campers around campus, lift 40 pounds, work long hours

Staff name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_