

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Horsemanship Instructor

WAGE CATEGORY: Non-Exempt

REPORTS TO: Equestrian Program Coordinator and Ellis Farm Manager

EFFECTIVE DATE: May 19, 2015

SUMMARY:

Provides basic horsemanship riding instruction to public program participants for the Kendall County Forest Preserve District ("the District") using independent judgment to carry out assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and conducts equestrian programming including, but not limited to, youth and adult riding lessons, school programs, summer camps, pony ride events, group programming, and other equestrian programs.
- Performs basic horse care including handling, grooming, nutrition, stall cleaning, hoof care, parasite control, minor wound/injury treatment, and care of riding equipment.
- Maintains a safe and clean work environment at all times and enforces all safety rules and barn policies.
- Inspects tack and tacks-up horses in preparation for equestrian programs to ensure that all tack and equipment are clean, in good working condition and properly stored.
- Supervise, work with and provide instruction to volunteers as needed. Communicate policies and procedures to volunteers.
- Follows appropriate procedures and recordkeeping in areas related to students and the care and well-being of horses and riding equipment.
- Communicates with students, the public and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
- Performs duties such as answering public inquiries and collection of fees.
- Provides first aid or takes other emergency measures when necessary as indicated on student, volunteer and staff emergency protocol and procedures.
- Performs other duties as assigned, including the use of heavy equipment for basic maintenance of facility.

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) preferred.
- One to two (1-2) years experience as a riding instructor or equivalent experience.
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

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

D. 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.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Illinois Driver's License is required.
- All certificates and registrations required for the specific duties performed.
- Current certification in First Aid / CPR.

PHYSICAL DEMANDS:

- Employee must frequently stand and bend.
- Employee must frequently be able to walk to other offices in the building.
- Employee must be able provide instruction from a walking or horse-mounted position for extended periods of time.
- Employee must be able to ride and care for a horse.
- Employee must frequently lift and/or move up to 50 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderately quiet.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required for programming events.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District

Effective Date: May 19, 2015

Amended: November 21, 2023