

**TITLE:** Equine Experience Specialist  
**REPORTS TO:** Outdoor Experience Manager - Equestrian  
**FLSA CLASSIFICATION:** Non-Exempt  
**DATE:** 2/24/2022  
**GRADE :** 3  
**WORK LOCATION:** Keyauwee Program Center – Circle C Equestrian Center

**SUMMARY OF POSITION**

The Outdoor Experience Specialist – Equestrian is responsible for creating and leading engaging and inclusive mounted and un-mounted equestrian programs for Girl Scouts and community riders. They assist in the daily care of a program herd of 20 Equids and maintenance of barn facilities. The Outdoor Experience Specialist – Equestrian will assist in the supervision and development of volunteers, part-time staff and Riding Instructors.

The schedule for this position will have some flexibility and will include weekends.

**ACCOUNTABILITIES**

- Develop, organize and deliver a variety of high-quality equestrian programs that meet the needs and interests of riders. Programs may include: large group introductions to riding; smaller lessons for weekly students, beginner-intermediate; unmounted horsemanship; stable management and Equine Facilitated Learning activities.
- Develop lesson plans and seasonal goals for weekly riding students that progress their skills. We teach a balanced seat in English tack (i.e., Centered Riding, Dressage, Combined Training).
- Follow Girl Scout, PATH Intl., CHA and ACA safety guidelines for all equestrian programs.
- Develop and lead summer Riding Instructors and Volunteers in delivery of safe, effective and fun equestrian programming during summer camp.
- Assist with the recruitment, training and mentoring of volunteers, part-time facilitators and riding instructors.
- Assist with the daily care and health management of the herd and schooling and behavioral conditioning of the horses.
- Perform maintenance and routine upkeep of all animal containment areas and equipment.
- Share on-call barn duty and first response for horse emergencies and staffing issues.
- Oversee the recruitment, training, supervision and coordination of the RIIT volunteer leadership program for Girl Scouts.
- Participate actively in the development of environments that foster diversity, equity, inclusion and access through words, actions and attitude.
- Perform other duties as assigned.

**QUALIFICATIONS**

**Core Competencies**

- Team Building and Developing Others
- Problem Solving
- Time Management
- Relational Intelligence
- Judgement and Decision Making
- Customer Responsiveness
- Communication
- Program Facilitation

**Education, Experience, & Certifications**

- Bachelor’s degree in Equestrian Studies or related field I or an equivalent amount of directly-related education and experience is preferred.
- Experienced rider who can school a variety of horses along the training continuum.
- Experience in equestrian program development and delivery with youth.
- Demonstrated experience teaching riding lessons and horsemanship.
- Experience in Equine Assisted Activities and Therapies, certification preferred.

**Skills & Competencies**

- Ability to exercise independent judgment and sound-decision making and work independently to achieve goals and objectives.
- Strong leadership skills to motivate and retain high-performing staff and volunteers.
- Experience and sensitivity in working with diverse people and volunteers.
- Demonstrated ability to supervise and interact successfully with volunteers.
- Commitment to providing top-notch customer service for all internal and external contacts with a desire to resolve customer inquiries on first contact
- Must have consistent drive, persistence, sense of urgency, flexibility, willingness to learn, and sales aptitude.
- Proficient with a variety of technology platforms and ability to learn and utilize new software.
- Demonstrated ability to communicate effectively and persuasively in person, by phone and in writing by email with prospective members, parents/guardians, volunteers and colleagues.
- Reliable and punctual attendance and willingness and ability to work regular hours which include evenings and weekends; extended days and hours during summer resident camp season.
- Willingness and ability to live on site as required by position.

**Additional Requirements**

- Subscribe to the principles of the Girl Scout Movement and become and remain a registered member of GSUSA, Girl Scouts Carolinas Peaks to Piedmont.
- Successfully pass criminal and driver background investigation.
- Valid state-issued driver’s license, valid auto insurance, acceptable driving record and access to a vehicle on a daily basis and willingness and ability to travel throughout the council’s geographic area.

**PHYSICAL DEMANDS & WORK ENVIRONMENT**

The employee is often required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls including the operation of computer keyboard, calculator, copier machine and other office equipment; reach with hands and arms; climb stairs; balance; bend and stoop, kneel, crouch or crawl; talk or hear within normal range for telephone use. The employee must be able to lift and/or move up to 50 pounds. The employee must have close visual acuity to perform activities such as viewing a computer terminal, preparing and analyzing data and figures, and extensive reading. The incumbent must be able to traverse short and long distances in an outdoor setting over varied terrain, including, but not limited to, hills, stairs, trails for extended time periods and be outdoors in a variety of weather conditions.

The employee is required to handle, mounted and on the ground, a variety of horses ranging in age, size and temperament, given the circumstances and environment.

**DISCLOSURE & ACKNOWLEDGEMENT**

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Girl Scouts Carolinas Peaks to Piedmont Coast are employees “at-will”. By signing below, I acknowledge I have read, understand, and am able to successfully perform the responsibilities and requirements of this position as described.

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Employee Signature

Date