



## **Position: Head of Riding**

### **PRE-REQUISITES:**

- Age requirement 21+
- Certifications required: CPR, First Aid
- Ability to commit to contract dates to be determined but which will include Leadership Training, Orientation and The Camp Season.
- Contract dates may also include Week at Arcadia, Family Camp, Early Camp and Closing Work Crew.
- Experience in managing a staff and barn
- Experience working with children with preference given to those who have taught riding to children
- Have knowledge of and the ability to care for horses including feeding, tacking recognizing health issues
- Demonstrate organizational skills being able to plan horse shows and coordinate vet/ferrier services
- Experience in English riding
- Experience and knowledge of low/jumping, dressage and showing
- Demonstrate strong basic riding skills
- Hard-working, flexible, ability to multi-task, organized, patient and enjoy working with children

### **JOB DESCRIPTION:**

#### **Essential Job Functions**

- Attend and participate in a pre-camp training program,
- Provide care and supervision for all campers,
- Live and eat with campers (males do not live with campers)
- Teach one or more camp activities to campers
- Participate in and/or run assigned Camp programs and such other tasks as assigned by the Camp for the operation of its camp program
- Live in a rustic outdoor youth camp setting.

#### **Head of Riding**

- Manage all aspects of the Riding Department including care and management of up to 10 horses
- Teach beginner to advanced Riding skills to children aged 7-17. On occasion you will be required to work with children 3 -6. See Levels for description of skills that will be taught in this activity
- Supervise a staff of 3 riding counselors and a groom

### **RESPONSIBILITIES:**



- Develop and run four day Riding Staff training including schooling of horses
- Submit weekly lesson plans and activity schedule
- Keep weekly records of camper level achievements in Riding
- Record daily camper attendance
- Manage 5 one hour activity periods per day (Monday through Sat) where lessons will be taught to campers
- Train, observe and evaluate staff performance and teaching skills
- Organize horse show for Parent Visiting Weekend in July
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- Complete a final written Activity report and any other paperwork as required

**Lodge Counselor (female) (see attached for more detail)**

- Live in a cabin with 1-2 other counselors and be responsible for campers.
- Plan, participate and interact with campers in a variety of activities in the cabin
- Participate in unit activities and unit duties

**Non-lodge Counselor (male) (see attached for more detail)**

- Male Counselors do not live with campers
- Non-lodges have other responsibilities and duties around Camp

**STAFF TRAINING:**

Staff training is ongoing throughout the summer at Arcadia. All Department Heads will:

- Attend a Leadership Training workshop with other department heads. This training will be led by our Administrative staff and will focus on your leadership role in your activity department and at Camp in general.
- Attend Staff Orientation to become familiar with the Camp culture, develop teaching strategies and set – up your activity.
- Attend weekly Department Head meetings share and utilize this information in your department
- Meet on a regular basis with your Activity Coordinator to review teaching techniques, assess successes and failures and evaluate your entire department.

**COMPENSATION PACKAGE:**

Our compensation package is based on education, experience and length of contract. It includes:

- Salary for the number of weeks you are contracted



- Travel allowance (non-taxable) provided at the end of your contract
- Room and Board for the duration of your contract
- Possible housing for family