



H.O.R.S.E. Therapies, Inc

Helping Others Rehabilitate through the Service of Equines

Program Director Job Description

Reports to: HORSE Therapies Committee

Supervises: Staff, Volunteers

Employment Type: Salaried

Status: Full-Time

Hours: 40 hours per week

Position Summary:

The Program Director is responsible for the leadership and management of the complete and ongoing programming conducted by HORSE Therapies. Programming including but not limited to adaptive riding, veteran programming, equine assisted psychotherapy and learning and hippotherapy. The Program Director reports directly to the HORSE Therapies Committee and with their approval and oversight is responsible for implementing the overall mission and vision of the organization. The Program Director oversees the educational and recreational aspects of the program and is responsible for all program activities including development of new programs, budgeting, managing of staff and volunteers, herd and facility management, and the client relationships.

Responsibilities:

1. Reports all conditions, operations, and needs of the organization to the HORSE Therapies Committee, and maintains open and timely communication in a manner that is approved by both Program Director and Committee
2. Develops, implements, manages, and evaluates all aspects of program management including but not limited to day-to-day delivery of services to provide excellent service and quality
3. Oversees the planning, implementation, execution and evaluation of special activities
4. Including but not limited to; teaches/mentors adaptive riding lessons and maintains a schedule, so as no disruptions of services occur
5. Facilitates all aspects of the client relationship, including outreach, intake, and services
6. Provides direct oversight of all staff including, recruitment, orientation, training, communication, scheduling, evaluation, recognition, and retention. Facilitates hiring and termination of staff as pre-approved by the HORSE Therapies Committee.
7. Facilitates all aspects of the volunteer relationship including recruitment, orientation, training, communication, scheduling, evaluation, recognition, and retention.
8. Ensures program quality through development of learning opportunities for staff, volunteers, instructors in training, therapists, and interns



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9. Develops and implements appropriate guidelines for clients, staff, volunteers, instructors and therapists; Identifies and evaluates risks to the organization's resources and implements measures to control risk
10. Provides direct oversight of herd management including acquisition, daily/routine care, and retirement; Sets standard of care, develops relationships with equine trainers, instructors, veterinarians, and health care practitioners, and coordinates support services as needed
11. Provides direct oversight of facility management including stables, paddocks, arenas, and grounds
12. Provides direct oversight for the safety and security of the facility, including training on safety protocols and will work with any host facility staff to ensure proper protocols are followed at the Jacksonville Equestrian Center
13. Ensures and implements compliance with all applicable FL laws, rules, regulations, standards, and accreditation; Serves as PATH International Center Representative and ensures compliance in relation to PATH International standards and any other accredited organizational ties that the Committee deems will serve the community and clients
14. Works with HORSE Therapies Committee to manage annual program, equine, facility, and volunteer budgets
15. Assists the HORSE Therapies committee in implementing public relations strategies to build awareness of its services within the community
16. Assists HORSE Therapies committee with fundraising and participates in fundraising events.
16. Ensures outstanding service as demonstrated by meeting and exceeding PATH standards to the Committee's satisfaction

Required Skills/Abilities:

1. PATH International Certified Registered Instructor, required (5+ years of experience preferred) & Equine Specialist in Mental Health and Learning preferred
2. Thorough knowledge of PATH International standards and strong commitment to ensuring all HORSE Therapies staff and volunteers adhere to them
3. Thorough and comprehensive knowledge of disabilities and equine-assisted activities and therapies
4. Excellent knowledge of horsemanship and ability to teach others, required
5. Must have advanced horseback riding skills and ability to train therapy horses
6. PATH International Mentor
7. Extensive professional experience in leadership roles with demonstrated experience in program development and management, project management, financial, physical, and personnel resource management



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8. Demonstrated ability to assess community needs and develop, plan, implement new services or effectively modify existing services to meet these needs
9. Strong interpersonal and communication skills and the ability to foster positive, productive relationships among staff, volunteers, instructors, riders and their families
10. Strong analytical, problem-solving, organizational, and computer skills
11. Strong professional reputation and record of integrity, sound judgment and respect for established ethical standards
12. Ability to obtain and maintain a favorable criminal background report

Work Environment:

1. Work requires occasional physical effort in handling of materials, up to 50 pounds, in strenuous work environment.
2. Environment includes moderate noises
3. Requires sitting and use of computer and keyboard for extended periods of time
4. Requires standing and walking for extended periods of time
5. Clarity of vision at 20 inches or less
6. Precise hand-eye coordination with the ability to judge distance and space relationships;
7. Ability to travel is required.
8. Ability to work day, evening, weekend and holiday hours, required

Salary Range: \$50,000 to \$55,000

Primary work schedule consists of weekday shifts and routinely requires evening and weekend hours, including holidays. In addition to the specific duties and responsibilities of this job, it is the responsibility of every employee to comply with HORSE Therapies' Mission & Values statements, customer service guidelines, and all other policies approved by the Committee. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The Executive Director reserves the right to change, modify, delete, and supplement job duties based on the organization's needs. HORSE Therapies is an Equal Opportunity Employer.