



Cowichan Therapeutic Riding Association

at Providence Farm 1843 Tzouhalem Road, Duncan, B.C. V9L 5L6

November 2023

CTRA Job Posting: Head Riding Instructor

Since 1986, Cowichan Therapeutic Riding Association (CTRA) has been a registered non-profit organization offering therapeutic riding and equine-based wellness programs in the Cowichan Valley. As a Canadian Therapeutic Riding Association accredited exam and training center, CTRA provides programs for individuals with diverse abilities and needs in an environment of inclusivity and opportunity.

We are currently looking for a head riding instructor to oversee the therapeutic riding program. This is a full-time position that will include instructing, mentoring new instructors, schooling horses and program planning.

Salary range: \$50,000 – \$60,000 annually (based on qualifications) with full benefit package.

Responsibilities include the following:

Instruction:

- Serve as a point of contact for inquiries, requests, and issues from participants, volunteers, and the public
- Provide high quality private and group riding lessons, following goals established for each rider
- Provide accurate and timely information about programs, services, and CTRA policies
- Professionally resolve participant complaints and/or direct them to the appropriate staff member
- Ensure exceptional client service within CTRA's philosophy
- Mentor instructors for CanTRA certification and participate in CanTRA instructor training.

Horse management:

- Provide schooling for therapy horses on an ongoing basis
- Work with Horse Asset Committee for horse procurement and horse herd management
- Organize tack and implement tack changes

Administration:

- Lead lesson scheduling, horse use and tack requirements with all instructors and program coordinator
- Facilitate and participate in annually planning in all programs at CTRA
- Collaborate with the Coordinator of Volunteers to ensure the comprehensive and safe utilization of volunteer resources
- Lead the training and ongoing training for new and current volunteers.



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Communication and Collaboration

- Liaise with internal staff and governing board members to provide information
- Communicate effectively with colleagues, clients, and stakeholders to facilitate smooth operations
- Collaborate with other administrative staff to ensure cohesive and program management
- Confidentiality – CTRA employees are required to sign a confidentiality agreement and must adhere to the requirements set out by Personal Information Protection Act (PIPA)

Qualifications

- Minimum CanTRA Intermediate Instructor or equivalent level and working towards CTRSI (CANTRA Senior Instructor)
- EC certification and coaching experience
- Have extensive knowledge of equine health and behavior
- Experience in riding and training horses
- Have standard first aid and CPR or willing to get it
- Have discretion and can maintain confidentiality when dealing with sensitive information
- Have own transportation and driver's license
- Pass a criminal record check

For more Information call CTRA @ 250 746 1028 or send a resume and cover letter to info@ctra.ca

Only candidates that are selected for interviews will be contacted.