



Position Description

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|------------------------|-------------------------|--------------------------|------------------------|
| Title | Horse Riding Instructor | Reports to: | Horse Area Team Leader |
| Programme: | Adventure Pathways | Location: | Wirraway |
| Direct Reports: | NA | Key Stakeholders: | Campsite Guests |
| Award: | Fitness Industry Award | Classification: | REM Grade 4-5 |

About Baptist Care SA

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

About the role

Horse Riding Instructor is responsible for the provision of horse riding lessons to campers, care and feeding of horses.

Key Result Areas and responsibilities

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| 1. Horse Session Instruction <ul style="list-style-type: none">• Instructing all horse sessions including mounted, unmounted and trail riding to a high standard• Ensuring all equipment needed is fitted appropriately• Assist with training and riding of horses to ensure ongoing personal and organisation accreditation with Horse Safety Australia• Assist with the training of students and volunteers• Ensuring horse selection and rider suitability |
| 2. Horse Care and Maintenance <ul style="list-style-type: none">• Ensuring all daily jobs are completed as per the implemented schedule in a timely and thorough manner• Assist with regular cleaning, maintenance and repairs within the horse area• Assist with first aid to horses and support horse care providers as required |

3. Communication and Teamwork

- Attend and participate in general staff meetings
- Provide direction for Horse Instructors and volunteers working under your supervision and assist other team members as required
- Ensuring all required records are maintained and updated, including accident reports
- Maintain regular contact with Horse Area Team Leader to raise issues and discuss personal and professional development
- Follow direction on a day-to-day basis, ensuring tasks are completed to a high standard and seeking support from the Horse Area Team leader
- Demonstrate responsiveness to guest feedback

4. Quality and continuous Improvement

- Participate in organisational communication, training and team days
- Contribute to improvement in practices and effective use of resources to improve service outcomes for clients and employees

5. Work Health and Safety (WHS)

Baptist Care SA is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. All roles within BCSA must:

- Take reasonable care for your own and others' health and safety within the workplace;
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities

6. Know and apply Baptist Care SA policies and procedures

- Ensure alignment to the Baptist Care SA mission and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

About You

Qualifications

- Accredited Horse Riding Instructor (Horse Safety Australia)

Experience

- Highly proficient at riding and working with horses
- Strong group facilitation
- Working with children and horses in a horse arena environment

Competencies (Knowledge, skills, and behaviours):

- An appreciation of and high-level interest in horse activities for young people

- Working knowledge of safe work practices and risk management practices and standards
- Ability to work unsupervised and as part of a team
- Ability to work effectively to a schedule with energy and flexibility
- Sound interpersonal and communication skills, including email
- Proven ability to follow systems and processes
- Demonstrated alignment to the vision, mission and values of Baptist Care SA

Specific employment requirements

- A current Apply First Aid Certificate
- National Police Clearance
- Evidence of current COVID 19 vaccinations including any booster requirements
- A valid Child-Related Employment Screening via Department of Human Services
- Child Safe Environments Certificate (or willingness to obtain)
- Ability to work outside of normal office hours

Desirable attributes

- Accredited Trail Riding instructor (Horse Safety Australia)
- Previous experience in a faith based, community service environment
- Aboriginal and Torres Strait Islander peoples are encouraged to apply

MONITORING, EVALUATION AND REVIEW

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|-----------------|-----------------------------|--------------|------------------|
| Status: | Approved | Control: | People & Culture |
| Approved by: | Senior P&C Business Partner | Version: | 2.0 |
| Effective Date: | November 2022 | Review Date: | November 2023 |

Confirmation of Acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee Signature: _____ Date: _____

Employee Name: _____