



JOB DESCRIPTION

POSITION TITLE: Volunteer

REPORTS TO: Volunteer Coordinator

GENERAL RESPONSIBILITIES:

Must complete volunteer orientation, commitment to attend volunteer time assigned for length of session or camp season, ability to adapt to change, display patience, and be a good role model for students, staff, co-workers, and other volunteers

SPECIFIC RESPONSIBILITIES:

Essential:

1. Follow and enforce all safety policies adopted by this Agency.
2. Comply with all standards to assure the health and safety of all staff and campers we serve.
3. Successfully complete side walker training and be familiar with different types of side walking holds and be able to perform each independently
4. Adequate vision and hearing to ensure safety of rider walk/jog along side the horse for duration of the lesson.
5. Ability to hold your arm slightly raised and out to the side for up to 30 minutes thus providing rider with adequate support.
6. Comfortable working in physical contact with horses and children/adults with disabilities and special needs.
7. Assist the rider during lesson, mounting, and dismounting processes as indicated by the instructor.
8. Ability to perform emergency dismounts for rider, if needed.
9. Assist with rental groups and Showdeo nights.
10. Must maintain good attendance during scheduled volunteering times
11. All other responsibilities as assigned.

Non-Essential:

12. Attend all training sessions and facility improvement days.
13. Assist with Helmet fittings as needed.
14. Work in conjunction with Barn Manager and Riding Instructor for volunteer responsibilities.

QUALIFICATIONS:

1. Be 14 years of age or older
2. Submit an annual volunteer paperwork packet
3. Submit an annual drug screen and TB test
4. Attend a volunteer training session prior to volunteering
5. Be physically/emotionally fit to meet the demands of the program
6. Demonstrates good communication and organizational skills, sound judgment, initiative, dependability, responsibility, flexibility, honesty, and maturity.

DEMANDS AND CHARACTERISTICS OF WORK, EQUIPMENT USAGE, AND WORK ENVIRONMENT.

PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%
1. Standing/walking		X	
2. Sitting		X	
3. Twisting	X		
4. Lifting/carrying	X		
5. Pushing, pulling	X		
6. Climbing (ascending/descending)	X		
7. Bending/stooping	X		
8. Using arm muscles frequently or for extended periods.	X		
9. Using leg muscles frequently or for extended periods.	X		
10. Using back muscles frequently or for extended periods.	X		
11. Repetitive rapid hand movement	X		
LIFTING REQUIREMENTS-individuals in direct care positions are required to lift a client without assistance.			
12. 2-10 pounds	X		
13. 11-20 pounds	X		
14. 21-30 pounds	X		
15. 31-40 pounds	X		
16. 41-50 pounds	X		
17. 51 pounds or more	X		
DOES THIS JOB REQUIRE?			
18. Working in hot, cold, wet surrounds	X		
19. Working outdoors			X
20. Working with or near chemicals	X		
21. Working near radiation sources	X		
22. Potential exposure to communicable diseases			X
23. Working with hazardous waste materials	X		
24. Utilizing essential upgraded or adaptive equipment as industry standards require	X		
25. Using hand tools	X		

