



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Riding Instructor

Job Class: Administrative

Department: Equine Science

Reports to: Business Manager

FLSA status: Full-Time/exempt

Compensation and Benefits: eligible for health, dental, and life insurance benefits; may be eligible for additional University-paid and voluntary benefits including tuition waivers, long term care, short-term and long term disability, etc.

To Apply: Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

SUMMARY: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person holding this position is responsible for teaching Otterbein riding classes, all summer riding programs, assisting with recruiting efforts and supporting the Business Manager with equine center events. In addition, this position will coach riders in local, regional and national competitions. The individual will assist with labs and support the barn staff in the care of the facility and horses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- I. Teaching riding lessons to Otterbein University students and the public. Between 18 and 22 lessons per week will be taught during the academic year.
 - a. Assisting with student scheduling and barn orientation.
 - b. Helping maintain riding and grooming equipment.
 - c. Assist in the maintenance of the school horse herd, to include: grooming, exercising, daily chores, and/or health care program.
 - d. Assisting with stable duties to include: feeding, turnout, watering and general care.
 - e. Keep accurate grades and attendance books.
- II. Providing on-going schooling of horses owned or leased by Otterbein University..
 - a. Assisting in the sales and presentation of horses.
 - b. Providing input on the suitability of horses on trial for donation.
 - c. Riding Otterbein-owned horses under instruction in both clinics and outside lessons when funding is available.
 - d. Assisting in rehabilitation of injured horses.
- III. Coaching and overseeing the Otterbein equestrian teams.
 - a. Maintaining a competition program within department stated competition guidelines.
 - b. Acting in the traditional role of coach which shall include the following:
 1. Determining the eligibility and ability of students chosen to represent the University in competition in accordance with all association guidelines and the guidelines of the Department of Equine Science.
 2. Organizing travel for riders and horses.

- IV. Maintaining a high visibility profile within the local community as well as the national equestrian community while competing with students and horses at USEF competitions.
 - a. Assisting with promotional programs such as tours and trade fairs.
 - b. Maintaining an active involvement with the intercollegiate organizations.

- V. Supports the Equine Department's faculty, Business Manager, and Barn Manager with essential duties.
 - a. Assists with tours, academic interest days, and orientation days.
 - b. Supports the Business Manager and Barn Manger with on call duties. To include both horse care emergencies and staff shortages.

- VI. Acts as the director of Summer Camp programing.
 - a. Coordinates staffing needs and oversees the counselors
 - b. Direct oversight of all the summer camp activities

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: This position requires an individual with strong horsemanship skills. The care of the equine center and safety of the equine student is of the utmost importance. The successful candidate must have USEF "A" show experience plus experience with IHSA, IDA, IEA or comparable competitions; must be competent at performing an *over-fences* course and have experience training both horses and riders.

CERTIFICATES, LICENSES, REGISTRATIONS: USEF membership, valid driver's license, ability to receive Otterbein Decision Driving certification and experience hauling horses.

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Knowledge of general office procedures. Strong interpersonal and supervisory skills; must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies; must possess excellent customer service skills; must possess strong organizational skills; must demonstrate ability to exercise initiative and independent judgment in unusual or new situations; must be able to work independently, and must retain confidential information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach, and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must be able to lift and/or carry up to 50 pounds repetitively and occasionally push

and/or pull up to 100 pounds. This position requires the ability to handle and ride horses in teaching, training and show environments. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an outdoor setting. The individual must be able to perform the said duties in an often changing environment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
[614.823.1130](tel:614.823.1130)
sfitzgerald@otterbein.edu