

**North Country RIDE**  
Program Coordinator

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**Summary of Responsibilities:** Coordinate program services through volunteer recruitment, orientation and scheduling. Assist with administrative and other program duties such as office management, interaction with participants and families and other requests by Executive Director.

**Description of Responsibilities:**

- Develop volunteer relationships, maintain relationships with past volunteers, and recruit new volunteers to assist with program operation and special projects
  - Follow established policies and procedures
  - With ED oversight, develop, coordinate, and conduct volunteer orientation sessions to communicate rules, requirements, expectations, and training for safe program operation
  - Meet regularly with instructors to understand client and scheduling needs
  - Develop, oversee, and communicate volunteer schedules
  - Handle schedule changes and ensure sufficient participation of qualified volunteers to support client needs
  - Assist with mailings, correspondence, and other administrative tasks
  - Handle all incoming communications
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**Required Qualifications**

- High school diploma or GED equivalent
- Customer or client service experience with excellent written and oral communication skills
- Intermediate computer skills

**Preferred Qualifications (training is available)**

- Prior volunteer coordination or scheduling experience
- Knowledge of equestrian habits and care

**Essential Job Functions:** Ability to see, hear, stand, sit, bend, walk and lift at least 50lbs.

I have reviewed the Program Coordinator job description and am willing and able to perform the job duties as described.

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Signature

Date

*North Country RIDE is an equal opportunity employer and committed to hiring and retaining a workforce that reflects the diverse communities we serve.  
EOE/Minorities/Females/Protected Vets/Disabilities*