

North Country RIDE Program Coordinator

Summary of Responsibilities: Coordinate program services through volunteer recruitment, orientation, scheduling, supervision, and development. Assist with administrative and other program duties such as office management, interaction with participants, equine care, and other duties as requested by the 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
 - Assign volunteer tasks, oversee volunteers, evaluate volunteer performance by reporting to ED:
 - Safe and appropriate handling of horses, grooming, saddle placement, side-walking and leader responsibilities
 - Safe and appropriate interactions between leaders and side-walkers with riders
 - May assist with mailings, correspondence, social media updates, and other administrative tasks
 - May assist with special events
 - Fill in for Sidewalkers and Leaders as needed
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Required Qualifications

- High school diploma or GED equivalent
- Customer or client service experience with excellent written and oral communication skills
- Experience teaching skills to others

Preferred Qualifications: Additionally, the preferred candidate will have knowledge of or experience with the following.

- 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.

***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***

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

Signature

Date

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