

# Mercer County Stables

## Job Description: Riding Instructor



### Daily Tasks

- Bring in and turn out lesson horses
- Teach & supervise grooming, tacking, and untacking
- Check to make sure blankets are put on correctly by students
- Check tack to make sure it is good condition
- Check messages on lesson phone
- Return rails, standards, etc. to their proper place at the end of your lesson day
- Make sure tack room is organized at the end of your day
- Record cancellations & make-ups in the lesson book
- Schedule make-ups in accordance with make-up policy and Stables' Management
- Answer visitors' inquiries, when available
- "Oversee" barn staff when Management is not on duty
- Visually inspect each horse before leaving
- Follow proper closing procedures
- Barn work during non-teaching hours may be needed

### Tasks Performed as Needed

- Receive and record payments and registration paperwork
- School lesson horses
- Organize and clean tack room
- Clean tack

### Other Potential Duties

- Help organize and work at special events that involve pony rides/riding exhibitions/competitions
- Help organize lesson schedule
- Help organize lesson registration
- Help to facilitate riding/training related seminars
- Help to create educational materials regarding riding/training

\*\*\*\*\* Other duties as assigned\*\*\*\*\*

### Requirements

- Must be at least 18 years of age
- Must be able to lift approximately 50lbs.
- Must have teaching experience with (at the minimum) beginner riders level through advanced riding level
- Must have teaching experience with individual and group lessons
- Must be physically able to teach multiple lessons (i.e. standing and walking for long periods)
- Commitment to Mercer Stables' lesson curriculum
- Commitment to Instructor's assigned lesson schedule
- Commitment to employee schedule

Please contact Christine Cardinal, the Director of the Mercer County Stables at:

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**The Mercer County Park Commission**

Brian M. Hughes, County Executive

Aaron T. Watson, Executive Director