



Front Range Exceptional Equestrians

PO Box 272452

Fort Collins, CO 80527

Office (970) 443-5124

A PATH International Premier Accredited Center



Job Description

Position: Intern

General Description: An intern to the program is generally a student seeking to learn more about different aspects of a therapeutic riding program. They will generally be involved in horse care, program classes, administration of the program, special events, and volunteer training and recruiting.

Reports To: Program Manager and/or Volunteer Coordinator

Qualifications:

1. This person must be 18 years or older.
2. This person should be organized in their work and self-motivating.
3. This person should have basic knowledge of our riding program, what therapeutic riding is, and how it can be beneficial to our participants.
4. It is preferred but not required, that this person has served as a volunteer in this program or one similar, prior to starting the internship.
5. This person should have defined and specific learning goal(s) for the internship time.

Duties & Responsibilities:

1. Duties and responsibilities are at the discretion of the Program Manager and will be assigned in accordance with the Intern's stated learning goals.
2. Duties may include general daily care of program horses: grooming and cleaning pens. Depending on Intern's riding skill level and goals, exercising and conditioning program horses may be included in daily assignments.
3. The intern will serve as a horse side-walker or horse leader (with training) for weekly therapeutic riding classes.
4. The intern will work with the Volunteer Coordinator to assist with volunteer trainings and some administrative duties.
5. The intern will work with the Program Manager to coordinate classes, maintain equipment, prepare arena, horses, and equipment for classes each day and help keep tack areas clean and organized.
6. The intern may be required to work at any of the program sites: Legacy Stables and CSU Equine Center.
7. The intern may work with the Program Manager, Volunteer Coordinator, Executive Director, and the Board of Directors to plan and implement a fund-raising or other Special Event (trail-a-thon, volunteer appreciation, horse show, etc.) for the program and riders.
8. The intern may attend monthly meetings of the Board of Directors to learn about non-profit management.

Time Requirements: The intern will need to be available preferably on **Tuesday, Wednesday, and Thursday evenings** from approximately 5:00 p.m. - 8:00 p.m., since classes are held at the Adams/Atkinson arena at CSU during these days/times. Time required will vary based on the Intern's requirements for hours. Hours are to be arranged with the Program Manager and/or Volunteer Coordinator.

Compensation: This is NOT a paid position. Compensation is awarded in the form of learning and experience and class credits (if applicable).