



PROGRAM AND SERVICES DIRECTOR ROLE AT HEALING REINS

Join our leadership team at Healing Reins Equine Assisted Services as our new Program and Services Director!

Healing Reins Equine Assisted Services seeks a Program and Services Director to join our leadership team in providing equine-assisted strategies designed to help Central Oregonians with varying abilities, special needs, mental and behavioral health to thrive.

WHO WE ARE

Since 1999, Healing Reins has provided equine-assisted strategies designed to help Central Oregonians with varying disabilities and special needs to thrive. With the horse as partner, participants enter a truly integrated therapeutic experience that is proven effective and fun. Through collaboration within the medical community and the assistance of over 100 volunteers, our PATH Int'l (Professional Association of Therapeutic Horsemanship) certified staff provides safe and effective rehabilitative services to 190+ children, teens, and adults weekly.

OUR MISSION

“To heal with horses” by offering nationally accredited, affordable, horse-centered therapies and experiences that bring strength, independence, confidence and joy to Central Oregonians of all ages and abilities

WHO YOU ARE

You are an experienced program and people manager with excellent interpersonal skills and proven team management skills. You enjoy working with implementation teams that include internal and external partners and have a firm commitment to collaboration as a keystone principle of progress. As a key member of the organizational management team, you will lead programs and provide strategic direction that is aligned with organizational objectives. You value team culture that emphasizes collaboration, flexibility, and effective communication. This position reports to the Executive Director and works closely with peer positions in finance and development.

YOU are someone who bring expertise in:

Leadership—



- Hires and retains excellent workforce that values diversity, equity, inclusion and accessibility.
- Leads with consistency and by example. Fearless in being uncomfortable.
- Operates under minimal supervision with considerable latitude for independent judgment and actions in assigned duties.

Business Acumen—

- Understanding of financial management – understands the need to achieve results.
- Demonstrates resiliency and sound judgement in dealing with business challenges

Relationship Building—

- Positively affects behavior of others, motivating them to achieve personal satisfaction and high performance through sense of purpose and spirit of collaboration & cooperation.
- Seeks out strategic partnership support and participants to fill new program development.
- Feeds Executive Leadership with the day to day operation needs of all services to be successful.

Strategic Thinking—

- Lead Services' 3, 5 and 10-year strategic plans to grow at a sustainable rate.
- Nurtures creative and innovative solutions while challenging the status quo.
- Maintains relevancy in our industry and community (write & administer program charters).

WHAT YOU WILL BE DOING

The Program and Services Director will maintain and create community programs, optimize current processes, oversee other services managers, and work to develop stronger business practices. A stellar candidate for this role will have superb communication skills, therapeutic riding industry knowledge, a track record of successful leadership, and strong business acumen. The Program and Services Director will be responsible for the following:

- Develop, maintain and evolve program service strategies across two site locations in Central Oregon.
- Coordinates with staff to ensure development, growth and maintenance of services, while ensuring compliance to accreditation standards, procedures and policy.
- Responsible for development, implementation and continuous monitoring of all non-clinical services including: Adaptive Horsemanship, Hippotherapy, Heroes Horsemanship, and other Equine Assisted Learning programs.



- Responsible for implementation of program calendar and teaching assignments of Certified Therapeutic Riding Instructors and other Equine Assisted Service Professionals.
- Responsible for the hiring, supervising, mentoring and annual evaluation of staff including the Equine Manager, Volunteer Manager, Operations Coordinator, and Full and Part-time Equine Assisted Services Professionals.
- Oversees Volunteer Manager to ensure all class and special event volunteer requirements are met. Assist with volunteer orientation, training and appreciation as needed.
- Oversee Equine Manager in the selection, acquisition, schooling and health care of horses.
- Oversee Operations Coordinator in the participant enrollment process including: new participant orientation and placement, enrollment forms compliance; participant HIPPA records maintenance and storage

REQUIRED EXPERIENCE & TRAINING

- Minimum of three years' supervisory experience with employees or volunteers.
- Superb horsemanship, horse handling and riding skills.
- Must hold a Bachelors of Arts college degree or higher
- Deep understanding of horses and how/why they would be appropriate for this industry.
- Excellent organization and time-management skills.
- Strong technology skills, including; MS Office suite, Google technology and data entry skills.
- Salesforce or similar database experience.
- Excellent inter-personal communication skills.
- Ability to work as a team player in a casual but busy work environment.
- Ability to work calmly under pressure.
- PATH Intl. Therapeutic Riding Instructor certification to be acquired within 6 months of hire.
- Must be willing to work in a flexible and ever-changing environment.
- Must be an U.S. citizen or possess a valid resident/work permit and maintain a current Oregon State driver's license.
- Must complete and pass an Oregon State Criminal History Report.



PREFERRED EDUCATION & EXPERIENCE

- PATH Intl. certified instructor at the Registered level or above. May be substituted for five years' experience if certification is obtained within six months of employment.

HOW TO APPLY

- Email resume and cover letter to PollyC@healingreins.org
- Priority application deadline is May 1st. Position open until filled.
- Ideal start date is mid June to early July 2023. This is a full-time, exempt position.

PERKS OF THE JOB

- Benefits include a group medical, vision and dental insurance policy provided in full by Healing Reins monthly to the individual full-time salaried staff
- A competitive personal paid-time-off policy. Including 10 PTO Days as well as an additional 18 holidays paid throughout the year.
- Healing Reins supports a healthy work-life balance with flexible hours and work schedule
- Healing Reins supports continuing education opportunities for all staff.
- Healing Reins is actively working to diversify its staff and encourages applications from people of all races, ages, gender identities, sexual orientations, religions, beliefs, national origins, or abilities.

STARTING SALARY RANGE: DOE (\$60,000-\$68,000 plus benefits)

START DATE: JULY 1ST 2023