

## **Healing Reins Therapeutic Riding Center is looking for a Volunteer Manger**

Since 1999 Healing Reins Therapeutic Riding Center has provided treatment strategies designed to help Central Oregonians with varying disabilities and special needs to thrive. Healing Reins is the only Premier Accredited Center east of the cascades in Oregon offering professionally recognized horse-centered therapies aiming to bring strength, hope, confidence and joy to all who partake in our services.

Our organization couldn't run without our amazing group of 200+ trained volunteers delivering year-round services.

The critical role of our Volunteer Manager is responsible for the day-to-day volunteer program operations and online scheduling systems for Therapeutic Horsemanship lessons, Hippotherapy sessions, and other services related activities. The Volunteer Manager is responsible for supervision of the daily operations of the Volunteer program, including: recruitment, screening, appropriate placement, training, development of volunteers and their roles, and scheduling of individual and group volunteers to support Healing Reins' daily services and special projects. The Volunteer Manager is the first point of contact for all program volunteers at the facility, and as such, must work collaboratively and communicate efficiently and effectively. The Volunteer Manager works within the Development team assisting with and coordinating volunteer support for special events that promote the mission and need for community donor and volunteer support. This position is responsible (with the support of the development team) for the development and execution of volunteer outreach efforts across two locations to build and sustain the organization's Therapeutic Horsemanship, Hippotherapy, Equine-Assisted Learning, and Equine-Assisted Mental Health programs and related activities.

### **The Right Person will Bring the Following to This Position:**

- College degree.
- A minimum of two years direct supervisory experience; group supervision experience preferred.
- Confident with face to face training and setting clear expectations for others while maintaining professional at all times is a must.
- Ability to deliver effective onboarding training, including development opportunities for those who require additional skills.

- Identify the need for volunteers in the organization by knowing the priorities, plans and needs of the organization; actively recruit new volunteers by identifying opportunities to solicit volunteer needs at local events and engagement opportunities.
- Experience with budget development and management.
- Has great interpersonal skills that includes: collaboration with others, conflict resolution, negotiation skills, advocates for the organization and the team's needs, has a knack for influencing and guiding others, is able to manage a variety of volunteers of different ages, skills, backgrounds and horse experience.
- Ability to develop and maintain strong record keeping and documentation systems.
- Promotes policies that incorporate cultural competency and disability inclusion.
- Comfortability managing technology systems including: digital communication and scheduling tools, individual volunteer documentation files, database upkeep.
- Looks for ways to provide recognition, reward and retention of volunteers at Healing Reins.
- Must have a current CPR/First Aid card or the ability to obtain one within the first 30-days of employment.
- Must have proven ability to maintain clear consistent, and timely communication both verbally and in writing with riders/participants, caregivers, volunteers, and fellow staff.
- Deliver training and up to date education materials as well as communicate and enforce standard industry terms and language to be used by volunteers and ambassadors who represent Healing Reins in the barn and out in the community.
- Establish and maintain strong organizational standards.
- Develop & revise policies, processes and procedures and manage quality of procedures as pertains to volunteer trainings, transference of training information to the arena, and support systems to Healing Reins.
- Must have strong exposure to and fondness for working with and around horses. Three years of direct experience working with horses is preferred. This position requires direct interaction with the herd, and willingness to jump into the area to fill any volunteer role in any capacity.
- Must be able to create a positive and fun teaching environment for our volunteers and riders.

- Must be willing to work in a flexible and ever-changing environment, including a barn and outside with climate changes.
- Must be willing to be physically active in the arena including: able to lift up to 50 pounds, able to jog in deep sand for short distances, and lead and manage a horse in a 60 minute lesson.
- As a non-profit, we are not able to provide any relocation compensation for this position.
- Fluent in speaking and understanding Spanish is preferred

Healing Reins Therapeutic Riding Center is an equal opportunity employer and does not discriminate on the basis of *race, color, religion (creed), gender (including gender identity (expression), sexual orientation, and pregnancy), age, national origin (ancestry), disability or genetic information, marital status, military status, or any other protected class in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, partners, vendors, and clients.* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. A state of Oregon criminal background check and a Department of Human Services Child Welfare background check is required for employment at HRTC.

Please submit a resume and cover letter no later than **June 14, 2022**.

Job Type: Full-time; some special event weekend availability

Salary: \$44,000-\$54,000

Benefits:

- Dental insurance
- 100% Covered Individual Health insurance (PPO)
- Paid time off

Schedule:

- 8 hour shift
- Day shift
- Occasional Saturday event support

COVID-19 considerations:

Based on the work we do, we are taking extensive COVID-19 precautions to protect ourselves and our riders. All employees must abide by the precautions in place at Healing Reins.

Work Location: Two Site Locations