



Bright Horizons Therapeutic Riding Center

Position Description – Leader

This volunteer position reports directly to the Volunteer Coordinator, but will receive input from the Director and Riding Instructor. Responsibilities shall include, but not be limited to, safety of riders, other volunteers, staff, and participants of the program while handling the horse.

This individual will be responsible for:

1. Maintaining complete and accurate personal information on file in the Office.
2. Wearing appropriate clothing per Dress Code guidelines
3. Arriving 15 - 30 minutes before beginning of scheduled riding session to groom and tack the horse.
4. Grooming and tacking the horse according to assignments on Rider List.
5. Leading or spotting horse during lesson with rider and instructor.
6. Calmly maintaining control of a horse per Bright Horizons' guidelines in the event of an emergency.
7. Ensuring the safety of the team by being acutely aware of your horse and his/her behavior as well as the location of other horses in the arena.
8. Listening carefully to Instructor and assisting the rider in cueing the horse when needed
9. Notifying the Primary Instructor of any questionable health or behavior issues of the horse that has been assigned to rider.
10. Following safety guidelines as detailed by Bright Horizons.
11. When applicable, un-tacking horse, washing off if so instructed, and turning horse out to applicable pasture or returning to stall.
12. Caring for tack and equipment in a manner to preserve its life of usefulness.
13. Adhering to all Bright Horizons policies and procedures.
14. Maintaining professionalism at all times.

A volunteer must have the following qualifications to fill the position of Leader:

1. Be 14 years of age or older unless requirement waived by Director.
2. Completion of a Bright Horizons' Orientation Session and a minimum of one (1) additional training session annually and have Instructor approval.
3. Knowledgeable of basic horse handling, behavior and movement.
4. Ability to communicate with instructor, other volunteers, and rider.
5. Ability to recognize possible warning signs and/or hazards pertaining to the horse.
6. Ability to maintain horse at various tempos within different gaits.
8. Skilled in leading from left or right side of horse.



Bright Horizons Therapeutic Riding Center

Position Description – Side-Walker

This volunteer position reports directly to the Volunteer Coordinator, but will receive input from the Director and Riding Instructor. Responsibilities shall include, but not be limited to, safety of riders, other volunteers, staff, and participants of the program while interacting with rider in the proximity of the horse.

This individual will be responsible for:

1. Maintaining complete and accurate personal information on file in the Office.
2. Wearing appropriate clothing per Dress Code guidelines
3. Arriving 10-15 minutes before beginning of scheduled riding session to meet with therapist and/or instructor
4. Safety of the rider as directed by the Instructor and/or Therapist.
5. Walking and/or jogging beside the horse providing support to the rider as directed by the instructor and/or therapist.
6. Reinforcing instructor and/or therapist instructions to the rider and assisting where necessary.
7. Following safety guidelines as detailed by Bright Horizons.
8. Assuring a safe emergency dismount if needed as instructed by Leader or Instructor
9. Caring for tack and equipment in a manner to preserve its life of usefulness.
10. Adhering to all Bright Horizons policies and procedures.

A volunteer must have the following qualifications to fill the position of Side-Walker:

1. Be 14 years of age or older unless requirement waived by Director.
2. Completion of a Bright Horizons' Orientation Session and a minimum of one (1) additional training session annually.
3. Aware of acceptable horse behavior and movement.
4. Ability to communicate with instructor, therapist, other volunteers, and rider.
5. Physical and mental ability to support a rider in a crisis situation.