

HANDI-RIDERS OF NORTHERN CALIFORNIA, Inc.

www.handi-riders.org



A Premier Accredited Center

HANDI-RIDERS LEAD VOLUNTEERS Roles, Responsibilities and Boundaries

ROLES:

Lead volunteers have become an essential element to running a smooth program. Their ability to 'aid' inexperienced volunteers in the preparation of tack, grooming and tacking the horses and interaction with the riders is invaluable. Lead volunteers teach by example: attire, speech, conduct, horse handling and student interaction. They are knowledgeable about the rules and routines of the program, have consistently demonstrated sufficient knowledge of equine handling and care, show good 'people' skills, are able to focus on the task at hand and are willing to take direction from staff/instructors.

RESPONSIBILITIES:

SAFETY

- First and foremost concern for self, students, volunteers and horses
- Notes proper attire, behaviors and skills of all individuals participating in lessons. Reports concerns to instructor.
- Notes condition and behaviors of equines. Reports concerns to instructor.
- Demonstrates/adheres to uniform safety rules (tying methods---rope length, knot, spacing, enforces safe location for riders, rider management around equines, etc).
- Is able to teach a task safely (providing guidance and effective feedback).

- Checks gates, whenever near, to ensure that chains are appropriately wrapped and clipped.

CLASS PREPARATION

- Arrive 30 minutes before class
- Prepare tacking stations (tack, grooming tools)
- Oversee grooming and tacking of horses.
- Check stirrup lengths
- At request of instructor, log any change in Tack
- Ensure that cinches are loose.
- Check peacock rubber bands
- Inform Instructor when Horse is ready to be bridled
- Ensure that horses are ready 5 minutes before start of lesson.
- Return horses to runs, prepare horses for next class
- End of day, survey tack room, help return horses to pasture
- Keep a lookout for tasks to be done

STUDENTS

- Inform Instructor of student arrivals
- With Instructor's direction: greet student, aid in helmet check, escort to tacking station, aid in mounting procedures oversee safety practices
- Provide good example of student/volunteer interaction

BOUNDARIES:

- No Smoking
- Do not counter act or question Instructor in front of students, parents or other volunteers. Ask to speak privately.
- Be diplomatic, guide not dictate
- Work closely with Instructor, do not try to instruct

THANK YOU TO ALL OUR LEAD VOLUNTEERS