

# LAKE GREELEY CAMP

*A private co-ed summer camp in the Pocono Mountains*

## Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

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## Equestrian Director

Desired Qualifications: College Graduate.

Experience: Extensive experience either paid or unpaid.

Responsible to: Assistant Directors and Director.

The Equestrian Director is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

### Areas of Responsibility

Be responsible for all aspects of the Horseback Riding Program including riding instruction; animal care (feeding, wellbeing & cleanliness of horses); cleanliness of Horse barn, riding rings and equipment shed; staff direction and evaluation; preparation and direction of Horse Shows for visiting days and intercamp equestrian events.

This Responsibility Includes:

- 1) Instructing campers in Western and English styles of horseback riding.
- 2) Setting up course outlines and lesson plans, in accordance with Lake Greeley Camp safety policies and guidelines.
- 3) Evaluating the instruction of the horseback riding instructors (college age staff).
- 4) Setting up specific achievement levels and awards for Horseback Riding activities.
- 5) Setting up shows for various activities, events or visiting days.

### Orientation

During this period, the Equestrian Director, along with the Program Director, is to aid instructors and specialists in the set-up of the horse riding activity area. It is necessary that these sites be set up in accordance with the specifications outlined in the activity manuals and to specifications on conducting their activities. This includes going over the activity manuals with each instructor, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions, where required.

### Daily Program

The Equestrian Director will monitor all aspects of the Horseback Riding Program. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Equestrian Director will also meet with the horseback instructors each day to advise, outline goals and determine the status of equipment and supplies. It is also expected that the Equestrian Director will instruct campers in the Equestrian activities.

### Evening Program

The Equestrian Director will work with the Evening Program Directors in setting up, organizing and preparing evening activities. The Equestrian Director, along with all other Senior Staff, will meet with the Evening Program Directors to outline the running of the evening activity.

### Special Events

The responsibilities of the Equestrian Director relating to Special Events are the same as those mentioned in the Evening Program.

The Equestrian Director is responsible for:

- a) Preparation and promulgation of safety regulations for activity sites.
- b) Seeing that instructors are maintaining clean activity sites.
- c) Assisting in other duties of the camp as directed by the camp director.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.