

Riding Instructor Profile

Aldeas de Paz (ADP) supports and promotes sustainable development, social justice and the Culture of Peace through increased cross-cultural exchange and voluntary community service. We create additional educational and recreational opportunities for an underprivileged young generation and aim to empower young people and enable them to develop their potentials and improve their own lives, fundamental elements for a more harmonic, and just collective social reality.

ADP currently seeks a skilful Riding Instructor with some knowledge and/or experience in therapeutic riding. Minimum commitment is one year. The candidate will be taking part in therapeutic riding training workshops offered by a regional partner organization. The candidate is preferably from a Latin background or has experience working or living in a Latin country and has conversational Spanish language skills.

The candidate will have overall responsibility to develop, oversee and direct our riding program for children with special needs on our foundation grounds facilities in Santa Elena de Uairén, Venezuela. The candidate will provide riding classes to our young beneficiaries on a regular basis as well as provide technical advice and strategic leadership on all horse-related activities.

KEY RESPONSIBILITIES

Technical Management

- Operational planning
- Monthly budget planning
- Training horses for therapeutic riding exercises
- Teach basic horse maintenance skills to residents and volunteers
- Plan improvements to existing animal infrastructure
- Manage and coordinate animal care, working-equipment, horse-equipment, veterinarian issues, training programs
- Coordination of volunteers, local workers, trainees & beneficiaries involved in conjunction with Volunteer/Programs Coordinator
- Inspect animals and assess preventative healthcare needs

- Diagnoses and report equipment and facility damage and/or failure

Administration

- Preparation of volunteers, local workers, trainees & beneficiaries schedules
- Attend staff and volunteer meetings
- Contribute with ideas regarding operational efficiency in the activities
- Keep up with administration tasks
- Prioritize and report corrective actions in response to safety measures
- Complete administrative work

SPECIFIC SKILLS

Service Focused

- Ability to make people feel at ease, cared for, and well supported
- Open-minded attitude and ability to communicate at all levels with a consistent, well balanced approach
- High level of integrity and maturity

Commitment

- Proactive and results focussed attitude
- Ability to multi-task and follow through with assigned tasks
- Display a high level of integrity and passion for social work + humanitarian issues
- Share views of the Foundation and contributing to shaping the future of the Foundation
- Team player - willingness to be involved and take on additional duties if required
- Strong supervisory and leadership skills

Flexibility

- Excellent Time management /organisational skills
- Tolerant and patient manner

Please note: Aldeas de Paz staff operates on a 44 hour work-week schedule. Staff work schedule includes time devoted to job tasks (min. 44 hours/week) as well as rotating house tasks related to the fact that staff members live together and share daily life at the cooperative living setting on Aldeas de Paz grounds with volunteers, interns and fellow staff. Each staff member is free to decide how he/she will complete the 44 hours, but should also understand that this may occasionally require working on weekends. – Please also read:

http://www.peacevillages.org/volunteering_accommodation.htm

Language Skills and Cultural Background

- Conversational English & Spanish language skills
- Given the cultural context he/she is preferably of Latin background

Technical Skills

- Good knowledge of horse riding and related fields
- Good knowledge of riding exercises
- Knowledge in horse training and related fields
- Extensive knowledge of horses
- Good knowledge and successful practice in horse maintenance & management
- Experience in horse materials procurement
- Good knowledge of and experience with a variety of materials for horses
- Experience assessing horse maintenance needs
- Understanding of preventative maintenance

ATTRIBUTES

- Passion for social work + humanitarian, environmental issues
- Sharing a common vision with the foundation with willingness to share ideas for the future direction of the foundation
- Adaptable to new situations
- Team-Player, but also able to work autonomously
- Highly organized / time management skills, ability to multi-task and see tasks through to completion
- Proactive, ability to take initiative
- Personal integrity
- Interest in meeting people
- Culturally sensitive, able to pick up on subtleties of cross-cultural communication
- Open-minded, tolerant, caring, responsible, good-natured, experienced, patient, a balanced personality
- Good communication skills, as well as the ability to facilitate the communication of others
- This position is for the creative, innovative pioneer spirited idealist person who really loves the challenge of helping to coordinate and expand Aldeas de Paz activities in the region!

WHAT WE OFFER

Please do not apply for a staff position unless you are comfortable with responsibility in a variety of tasks. The commitment for the job is 12 months and is offered under the following conditions:

- Three months mutual trial period
- monthly stipend of Venezuelan Bolivar 500,-
- 3 weeks unpaid holidays per year (first holidays after six months)
- Full board and shared accommodation
- Use of washing machine
- Use of foundation-grounds recreational facilities

APPLICATION

Send CV, Photo, References and Letter of Motivation to applications@peacevillages.org
If suitable please refer to a friend!