



Great and Small
Volunteer Coordinator/PATH CTRI Position Description

Great and Small Therapeutic Riding is seeking a full-time Volunteer Coordinator to manage volunteer program services including recruitment, training, and scheduling of volunteers. This position also includes providing some direct instruction for both mounted and unmounted Equine Assisted Services and backup instructor support, as well as supporting other Great and Small programs at our 40-acre Premier Accredited center in Boyds, MD (outside Washington, DC). Great and Small's purpose is to serve our community with physical, mental, and cognitive disabilities through therapeutic riding and key programming and serves over 70+ participants per week.

The Volunteer Coordinator/CTRI is a full-time, 5 day/week position that reports to the Director of Grants and Community Engagement, and works closely with the Program Director and Executive Director. The Volunteer Coordinator is responsible for overall management, support, and training of 150+ active Great and Small volunteers and will also be responsible for teaching a set number of therapeutic riding or community lessons weekly. PATH CTRI Certification or commitment to receiving certification within the first 6 months of position required. Those committed to seeking a PATH CTRI are encouraged to apply.

Our ideal candidate must demonstrate strong communication, organization, and leadership skills and enjoy working with people as well as an upbeat, flexible, and team-oriented style. Mature interpersonal skills are also important, as we are a small team and work with people from diverse backgrounds. Strong hands-on experience with equines (riding and unmounted) is required, and some experience supervising and/or training volunteers is preferred. Certification as a PATH Intl. Complete CTRI or currently seeking CTRI with ability to complete specific criteria for certification within 6 months is required.

Specific responsibilities include:

- Oversight of entire Volunteer Cycle of Great and Small's 150+ volunteer corps, including: recruitment, training, scheduling, appreciation, and continuing education
- Implementation of center practices with volunteers and identifying and providing additional skills training
- Volunteer recognition and communication, including Social Media posting
- Organize and run volunteer appreciation events
- As PATH CTRI, teach designated program lessons appropriate to individual needs and record session objectives and progress of participants
- Provide maintenance of volunteer records and conduct annual volunteer satisfaction surveys, as well as update records annually according to PATH standards and county requirements
- Aids in program development as requested by Program Director

This is not your typical administrative job. We are a mission driven organization with a passionate team; there is room for the right candidate to grow alongside the work and become more involved in our

program as we execute on our strategic plan, and will serve as a key decision maker in helping us grow creatively as we work to serve the disability community.

This full-time position provides benefits including sick leave, 2 weeks of paid vacation, a health insurance stipend (with proof of insurance), potential field board for one horse, and generous professional development opportunities!

Candidates may email inquiries and/or a cover letter and their resume to: Great and Small, Attn: Katy Hansen KHansen@greatandsmallride.org