

Program Director

Job Summary

<p>Reports to: Chief Operating Officer</p> <p>Supervises: Special Programs Coordinator, Special Events Coordinator, Student Assessment Coordinator, Instructional Staff</p>	<p>Key Relationships:</p> <p>Equine Director, Volunteer Manager, Outreach Specialist</p> <ul style="list-style-type: none"> - Member of Fieldstone Farm Management Team - Member of Operations Council
<p>Summary: Responsible for ensuring the highest quality of programming and instruction across all equine-facilitated disciplines. This includes current program facilitation, prospective program development, assessment and evaluation. The Program Director is responsible for direct supervision of all instructional staff. The Program Director is accountable for the participant/family experience which includes communication, satisfaction and retention.</p>	
Essential Responsibilities:	
<p>Program Quality:</p> <ul style="list-style-type: none"> • Ensure alignment with strategic plan programming initiatives and execution of implementation plan activities. • Supervise and ensure the quality and safety of existing programming including therapeutic riding, carriage driving, equine facilitated psychotherapy, ground lessons, summer camp, workshop programming and student events. • Improve and revise curriculum when appropriate. • Track Key Performance Indicators and participant demographics. • Ensure compliance with program-related PATH Intl. Premier Accredited Center standards. <p>New Partner & Program Development:</p> <ul style="list-style-type: none"> • Lead identification of new partnership opportunities throughout the community to proactively meet the needs of the community in alignment with Fieldstone Farm’s strategic priorities. • Create new curriculum within new and existing programs as needed. <p>Service Delivery:</p> <ul style="list-style-type: none"> • Provide oversight for: therapeutic riding (morning groups, private students), Equine Partnerships, therapeutic carriage driving, equine facilitated psychotherapy (mental health), fieldtrips, Horse Tales, Mobile Minis, Gaitway/Equine Partnerships and Summer Camp. • Provide direct supervision to all instructional staff. • Supervise staff implementing special events including educational programming and special events. • Recruit and train new instructional staff as needed. • Teach at least two-three classes per week. <p>Administrative:</p> <ul style="list-style-type: none"> • Supervisory duties include: annual reviews, payroll, PTO approval and tracking. • Contribute to annual budget process and monitor spending against appropriate line items. • Document activities (reports, Standard Operating Procedures) to maintain and improve organizational quality. • Facilitate instructor meetings. • Review and update policies and procedures related to students, safety and programming. • Present at community events and conferences to share programming highlights. 	<p>% of time</p> <p>20%</p> <p>10%</p> <p>40%</p> <p>30%</p>
<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> • 5+ years of equine programming experience with a record of success • CTRI and/or ESMHL Certification from PATH International or comparable equine experience and professional degree • Strong interpersonal and team-building skills • Superior organizational and communication skills, detail-oriented • Strong people and project management skills • Demonstrated ability to take initiative and a high interest in continuous improvement 	