

Tauranga District Group Riding for the Disabled



POSITION DESCRIPTION

Position: Live in Student. Minimum 20 hours per week working on site assisting coaches and volunteer coordinator in exchange for free accommodation. One month contract with possibility of renewal.

Reports To: Manager

MISSION STATEMENT

Confidence, independence, development and well-being for people through therapeutic horse riding and horse care.

PURPOSE OF THIS ROLE

To assist the coaches in every aspect of yard work, horse care and equestrian therapy.

KEY RESPONSIBILITIES

- To help coaches co-ordinate assigned therapy riding sessions that meet the objectives set for each participant
- Assist in keeping attendance records and riders progress cards up to date
- To adhere to the requirements outlined in the NZRDA Training Guide
- Assist with yard work, paddock work and horse care.
- Assist with horses, riding equipment and riding environment as required
- To actively support and comply with Health & Safety policies and procedures.
- Additional duties as the employer may from time to time reasonably require

QUALIFICATIONS

- Horse experience preferred
- Background in education, equestrian sports, physiotherapy, disability sector, Occupational Therapy or other related studies or life experience preferred.
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EXPERIENCE

- Horsemanship experience preferred
- Experience working with people with disabilities desirable

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- Experience with rapid decision making and problem solving desirable.
- Current Full Drivers Licence desirable

SKILLS

- Ability to develop and build sustainable relationships with a diverse range of people within a multi-disciplinary setting
- Ability to exercise initiative and sound judgement when making decisions
- Ability to adapt work practices in response to a changing environment
- Excellent interpersonal and communication skills
- Self motivated and able to work both independently and within a team environment
- Experience within service orientated industry desirable

CORE VALUES OF OUR ORGANISATION

- Innovation
- Valuing Customers
- Valuing our people and horses
- Service Excellence
- Embracing change
- Honesty
- Integrity
- Compassion
- Confidentiality
- Having fun

CORE COMPETENCIES FOR OUR ORGANISATION

Overall

- Shows commitment to the values and goals of Tauranga RDA.
- Shows commitment to continuous learning and performance development
- Shows honesty and integrity in all areas within our organisation

Teamwork

- To develop and maintain positive relationships and work in partnership with other team members.
- To develop rapport and build networks of constructive working relationships with key people.
- Effectively use team dynamics and individual operating styles to build team processes and strengths.
- Share knowledge and work cohesively within the team.

Innovation

- Show innovation in the development of business initiatives and projects.
- Be proactive and motivated and respond positively to new challenges and opportunities.

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- To continually develop new and/or more effective work processes and systems through lateral thinking and creativity.

Work Approach

- Results focused and committed to making a difference.
- Ability to plan and organise own workload, allocating time to priority issues, meeting deadlines and coping with the unexpected.
- Adjust work style and approach to fit in with an ever changing environment
- Focus on quality improvement and customer satisfaction.
- Perseveres with tasks and achieves objectives despite obstacles.

Communication

- Listens with a preparedness to understand.
- Is confident and appropriately assertive in dealing with others.
- Deals effectively with conflict.

KEY RELATIONSHIPS

Riders, Family, Whanau, Committee, Schools, staff, Volunteers
Community Agencies / Support Services, Horses

Tauranga District Group Riding for the Disabled may change the position description with the agreement of the position holder as the needs of the business change.