



## 2025 Horsemanship Coordinator Job Description

### About Us

For over 40 years, Camp Amicus has provided impactful and life-changing camp experiences for children, teens, and youth with Learning Disabilities, ADHD, and related diagnoses. It is a place where participants are seen and understood for who they are, with individual supports in place for each camper to find understanding, build confidence, and maximize their potential. All programs at Amicus are based on current evidence-based and peer-reviewed models and interventions.

### About You

Camp Amicus is not only a place for our campers to grow but for our staff to grow too! We are passionate about helping staff develop new skills and find their passions within their role at Camp Amicus. Amicus staff are defined by their desire to grow, take responsibility for any missteps (we all make mistakes!), be flexible when changes happen, communicate with others clearly and honestly, and be self-starters. Amicus is not limited to folks with a background in working with children, or camp/recreation programs. We appreciate having staff with little or no experience joining our team who want to learn as they often provide new perspectives on our programs, policies, and how Amicus can be successful.

### Position Summary

Working collaboratively with the Camp Manager and Day Camp Supervisor, the Horsemanship Coordinator is responsible for the planning and implementation of our Horsemanship programs for youth in grades 3 - 10. The Horsemanship Coordinator is the direct supervisor of a small staff team and assigns tasks within that team appropriately. Additionally, they are an indirect part of the Lasting Strides Ranch team, as they will be working closely with them to care for the horses, assign appropriate challenges to the campers and for general care of the group. This role also supports the highest levels of behaviour management for our campers and leads the decision-making process around interventions for our campers to ensure their needs are met and they are able to grow effectively in our program. Additionally, the Horsemanship Coordinator is responsible for leading specific components of staff training that are both horsemanship-related and to build the skills of the wider team. Finally, the



Horsemanship Coordinator acts as the 'voice of camp' by leading staff meetings, providing staff feedback and performance reviews, communicating daily with the Camp Manager or Supervisor about camper and staff support needs, and joining conversations with families to ensure the highest level of care for our campers. The Horsemanship Coordinator is supported by the Camp Manager and Supervisor to find success in their role at camp. We take the development of our camp staff seriously, through over 100 hours of paid training and industry certifications such as SIVA Training (Supporting Individuals through Valued Attachments) and structured supervision and mentorship plans for each staff member.

### **Physical/Social Demands of the Role**

Candidates must be able to see and respond to campers and other staff consistently.

Candidates must be able to work in a consistently mobile fashion - moving for up to 8 hours a time over. Often this is riding, or may be walking beside a camper as they are riding.

Candidates must be able to sustain attention to the program participants and horses without significant impairment.

Candidates will not have access to their cell phones during work hours, except during special circumstances and emergencies.

### **Key Position Responsibilities**

In accordance with our mandate of creating a caring and safe environment for children and their families, we require up-to-date (within 6 months of start) Police records with Vulnerable Sector Screening and eligibility to work in Canada.

#### *Program Planning and Leadership*

- Review and expand current program sessions and offerings.
- Assist in the leading of horsemanship programming with the Lasting Strides team. They will take the lead on horse care and plans (as they know the horses best and work year-round in horse program delivery) however you and your team will assist in these plans and will work collaboratively with them to deliver programs that encourage horsemanship and social development skills.
- Organize programming at Day Camp each afternoon for your campers
- Appropriately assign programming to Horsemanship staff to lead throughout the program.
- Support campers through behaviours and escalations at the ranch and at Day Camp
- Ensure the program is inclusive of participants and their skill sets, developing skills and challenges.



### *Daily Schedule Overview*

- Morning
  - Meet your group at Foothills Academy and be available for sign-in
  - Load your group onto the vans to leave for Lasting Strides Ranch
  - Work with the Lasting Strides team to deliver Horsemanship programming. This will range from general horse care to riding skills.
  - Be present to manage any behaviours and to social coach
  - Return to Foothills Academy
- Afternoon
  - Work with the Day Camp team to put your Horsemanship campers into afternoon Choice activities. Support them as need be.
  - Complete any admin work that is needed
  - Facilitate activities for your campers and delegate tasks to your team as needed

### *Supporting and Coaching Counsellors*

- Prepare and deliver meaningful staff training modules that relate to our mission, values, and outcomes - assigned by the camp manager.
- Meet 1:1 with Horsemanship staff to provide meaningful and professional feedback on their job performance to support growth and development.
- Guide decision-making for interventions for camper behavior support plans and safe person/safe place plans with counsellors and campers to ensure correct supports are put in place.
- Work 1:1 with campers who are in need of additional support for their emotional and behavior regulation.

### *Communication and Organization*

- Ensure counsellors are aware of any medical concerns or special needs within their group.
- Lead daily staff meetings to ensure counsellors are aware of emerging support plans and challenges for our campers.
- Relay any concerns of the staff, campers, and general public to the Camp Manager.
- Work collaboratively with the camp manager in scheduling and executing staff programs and break schedules.
- Create camper groups and staff teams in collaboration with the Camp Manager.

### *Documentation*

- Inform the Camp Supervisor and/ or Manager of any camper issues that arise in a timely manner (within 2 hours)



- Complete sessional camper reports to a high level - well-edited, coherent, appropriate strategies for families
- Ensure all forms (safe person/safe place plan, accident/incident report, behavior support plan) are completed accurately and in a timely manner (by the end of the day).
- Complete and update the 'Bus Binder' for the POLARIS Coordinator role.

#### *Other Duties as Assigned*

### **Qualifications**

#### *Required Criteria*

- Current Standard First Aid and CPR Level-C Certification.
- Be between the ages of 18 and 30 by the start date of your contract.
- A positive attitude and desire to work collaboratively with the Camp Amicus team, giving and receiving feedback professionally.
- Excellent verbal and written communication skills, and proven organizational abilities.
- Mature, flexible, and well-organized with the ability to work well with other staff, supervisors, and management as a member of a multidisciplinary team
- Hold a valid class five driver's license and access to a reliable vehicle
- Comfortable around horses and willing to learn from the ranch staff

#### *Advantageous Criteria*

- Experience with horses- This includes horse program delivery, riding experience or horse care experience
- Facilitation experience
- Ability to work beyond the summer program in our year-round recreation and respite programs.
- Equine Program Field Leader certification
- Excellent verbal and written communication skills, basic accounting, and proven organizational abilities.

### **Position Details**

This position is contingent on securing Canada Summer Jobs funding.

#### *Duration*

May 15, 2025- August 19, 2025



No programming or training on May 19, or August 4, 2024.

#### *Location*

##### Horsemanship Program

- Lasting Strides Ranch  
Range Rd 281, Delacour, AB T0M 0T0

##### Day camp program

- Foothills Academy Society  
745 37 St NW  
Calgary AB

#### *Compensation*

\$780/week

#### **Application Procedure**

Please submit a resume and cover letter to [amicus\\_employment@foothillsacademy.org](mailto:amicus_employment@foothillsacademy.org)

Interviews will begin in January 2025.

Camp Amicus is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace that is free from discrimination and harassment. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada. Accommodations are available on request for candidates taking part in all aspects of the selection process.