

# Complete Equestrian Saddle Club Riding Instructor

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening.

## Please see Special Instructions for more details.

Applications will be accepted until several positions are filled, but for full consideration, all materials must be received. Applicants should submit the following: (1) A resume; and (2) contact information of three professional references, one of who is/was an immediate supervisor, who has firsthand knowledge of an applicant's professional abilities. References will not be contacted without prior notification of candidates. For inquiries about the position, contact Nicole Rau at [info@completeeq.com](mailto:info@completeeq.com).

## Posting Details

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### Posting Detail Information

<b>Working Title</b>	Complete Equestrian Saddle Club Riding Instructor
<b>Number of Vacancies</b>	1-3
<b>Work Hours/Week</b>	Monday, Tuesday, Wednesday and/or Thursday 3:45pm-6:15pm
<b>Proposed Annual Salary Range</b>	Part Time Salary commensurate with experience and qualifications
<b>Desired Start Date</b>	8/16/21
<b>Open Until Filled</b>	Yes
<b>Description of Work Unit</b>	Complete Equestrian is a multipurpose equestrian facility in Fort Collins offering boarding, leasing, English and Western riding lessons, Vaulting lessons, and horse training. We teach beginning through advanced skills for both youth and adult riders.
<b>Position Summary</b>	This part-time position provides riding lessons, barn maintenance, equine classroom, and equine crafts at Complete Equestrian in Fort Collins, Co .
<b>Required Job Qualifications</b>	A High School Diploma, General Education Development (GED), or equivalent required. Experience instructing youth riding in beginning through advanced levels. Ability to lift up to 80 pounds approximately four times per day. Ability to work in inclement weather, including dust, moist, hot and cold conditions. Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

<b>Preferred Job Qualifications</b>	Bachelor's degree in equine sciences, animal sciences, or related field Veterinarian Technician associates degree or vocational degree Previous work experience at an equestrian boarding or training facility, equine veterinarian hospital, or equine assisted therapy center
<b>Diversity Statement</b>	Candidates are expected to have the ability to advance Complete Equestrian's commitment to diversity and inclusion.

## Essential Duties

<b>Job Duty Category</b>	Riding Instructor
<b>Duty/Responsibility</b>	Provides group riding instruction for up to 2-8 riders, beginning through advanced levels. Assist and instruct riders on how to properly catch, groom and saddle their own horses
<b>Percentage Of Time</b>	60%
<b>Job Duty Category</b>	Classroom Instruction
<b>Duty/Responsibility</b>	Oversee and instruct up to 8 children in a classroom equine education topic.
<b>Percentage Of Time</b>	20%
<b>Job Duty Category</b>	Barn Chores
<b>Duty/Responsibility</b>	Oversee and assist up to 8 children in horse feeding.
<b>Percentage Of Time</b>	20%

## Application Details

<b>Special Instructions to Applicants</b>	Applications will be accepted until several positions are filled. Applicants should submit the following: (1) Schedule of Availability (2) A resume; and (3) contact information of three professional references, one of who is/was an immediate supervisor, who has firsthand knowledge of an applicant's professional abilities. References will not be contacted without prior notification of candidates. For inquiries about the position, contact Nicole Rau at <a href="mailto:info@completeeq.com">info@completeeq.com</a> .
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<b>Conditions of Employment</b>	Pre-employment Criminal Background Check (required for new hires)
<b>Search Contact</b>	Nicole Rau at info@completeeq.com
<b>EEO Statement</b>	Complete Equestrian is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.
<b>Background Check Policy Statement</b>	Complete Equestrian strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, Complete Equestrian conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

## References Requested

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### References Requested

<b>Minimum Requested</b>	3
<b>Maximum Requested</b>	3

## Applicant Documents

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### Required Documents

1. Schedule of Availability
2. Resume
3. Three professional references

### Optional Documents

1. Cover Letter
2. Unofficial Transcripts