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# INTERNSHIPS WITH COMPLETE EQUESTRIAN

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Complete Equestrian is located in Fort Collins, Co and was founded in 2001 by Nicole Rau. Nicole is a graduate of Colorado State University with degrees in Psychology and Equine Science. She is a lifelong horsewoman, and has been an instructor since 1996.

Complete Equestrian prides ourselves in offering a positive, friendly and safe experience with horses. Our goal is to make horses accessible for all people and create a lasting positive experience. Complete Equestrian is a multiuse facility for riding lessons in English, Western and Vaulting disciplines as well as horse boarding. We are one of the largest youth equestrian programs in Northern Colorado, and we are consistently in the top 10 of the largest vaulting programs in the United States. Complete Equestrian is a 501c3 nonprofit organization and offers scholarships to at risk and under privileged youth.

Because of our unique opportunities for learning, we are able to offer internships in a variety of ways. You are welcome to personalize your internship for your best interests. What opportunities do we offer? You can focus on one or more of these internship opportunities while you are with Complete Equestrian:

- **Equestrian Vaulting- All year**
- **Saddle Club and Riding Instruction- All year**
- **Summer Camp- January-August**
- **Office Assistant- All year**
- **Heart Beats Gala- November- February**
- **Horse Training/Exercising- All year**
- **Facility Maintenance- All year**

## Equestrian Vaulting

Complete Equestrian Vaulters offers competitive, recreational and therapeutic vaulting classes. We have celebrated local, national and international championship victories in our competitive program since 2010. In addition to competitions, we do several demonstrations each year to promote vaulting at home and throughout our state.

**Why should you consider an equestrian vaulting internship?**

Equestrian vaulting is one of the FEI disciplines. It is growing quickly in the United States, but very few equestrians know how to teach it. Vaulting teaches balance, confidence, team work and harmony with the horse. Having the ability and knowledge to coach vaulting will set you apart from other equestrians and make you a better horse person yourself.

<p>What will interns work on and accomplish?</p>	<p>Doing an equestrian vaulting internship, you will learn:</p> <ul style="list-style-type: none"><li>• The names of vaulting exercises and how to coach them on the barrel and on the horse.</li><li>• How to lunge a vaulting horse.</li><li>• How to coach gymnastics and strength training exercises on mats and equipment.</li><li>• How to organize and run a vaulting lesson.</li></ul> <hr/> <p><i>SUMMER: HOW TO ORGANIZE AND REGISTER FOR COMPETITIONS, AS WELL AS HOW TO COMPETE IN VAULTING.</i></p> <p><i>FALL/WINTER/SPRING: HOW TO TRAIN IN THE OFF SEASON FOR VAULTING.</i></p> <hr/>
<p>How many hours will intern work?</p>	<p>We offer vaulting lessons year around.</p> <ul style="list-style-type: none"><li>• Fall/Winter/Spring: classes run Monday through Thursday 3:45-6pm and Saturdays 8:45-11am. Additional hours are available organizing classes in the office or in caring for the vaulting horses.</li><li>• Summer: Classes run Monday through Thursday and Saturdays 7:45-11am. Additional hours are available organizing classes in the office or in caring for the vaulting horses.</li></ul>
<p>How long will the intern engagement last?</p>	<p>We are able to offer equestrian vaulting internships all year long.</p>

	<p>We are flexible on internship engagement, and interns are welcome to schedule their internship based on class schedules. We run our programs by 10-week sessions. Upcoming session information can be found on our website.</p>
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## Riding Lessons/Saddle Club

Our riding lesson program at Complete Equestrian offers students a low-pressure way to become involved in riding. We do not focus on competitive riding, and we do not teach a specific discipline. We focus on harmony with the horses, safety and having fun. We have a successful riding program that serves upwards of 70 youth and adult riding clients each week.

**Why should you consider a Riding Lesson/Saddle Club internship?**

We want our interns to feel confident that they could someday create, organize and run a successful riding lesson program. Running a riding lesson program takes a lot of skill and organization. You will learn how to run a group riding program from the registration side, putting together the material to teach the classes, how to instruct the students each week, and how to care for the lesson horses in the program.

<p>What will intern work on and accomplish?</p>	<p>Doing a Riding Lesson/Saddle Club internship, you will learn:</p> <ul style="list-style-type: none"> <li>• How to create the registration and scheduling for a riding school.</li> <li>• How to organize your staffing for a riding school.</li> <li>• How to create lessons plans for weekly riding lessons for beginner through advanced levels.</li> <li>• How to organize and prepare for group riding classes with 2-8 riders in each class.</li> <li>• How to teach grooming and tacking to riders.</li> <li>• Teaching riding lessons to group riders in English or Western tack. Our focus is on balance, correct riding seat, and harmony with the horse.</li> <li>• Our Saddle Club teaches an education topic each week. Instructors will review topic with their students, and help them to have a deeper understanding of equine information outside of riding.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Our Saddle Club teaches riders how to feed horses their evening meals. This includes filling of hay bags and feeding grain.</li> </ul> <hr/> <p style="text-align: center;"><i>SUMMER: TEACHING GROUP RIDING LESSONS TO BEGINNER THROUGH ADVANCED STUDENTS FOR AGES 5- ADULT RIDERS.</i></p> <p style="text-align: center;"><i>FALL/WINTER/SPRING: TEACHING SADDLE CLUB AFTER SCHOOL, WEEKDAY AM ADULTS AND SATURDAY ADULT AND YOUTH AND LESSONS.</i></p> <hr/>
<p>How many hours will intern work?</p>	<p>We offer riding lessons year around.</p> <ul style="list-style-type: none"> <li>• Fall/Winter/Spring: Saddle Club classes run Monday through Thursday 3:45-6pm. Youth and Adult group classes run on Saturdays 7:45am-1pm. Adult private and group classes run on Monday, Tuesday and Thursday 9:30am-12:30pm. Additional hours are available organizing classes in the office or in caring for the riding horses.</li> <li>• Summer: Classes run Monday through Thursday at 1pm and Saturdays 8-11am. Additional hours are available organizing classes in the office or in caring for the riding horses.</li> </ul>
<p>How long will the intern engagement last?</p>	<p>We are able to offer Saddle Club internships in the Fall/Winter/Spring.</p> <p>We are able to offer Riding Lesson internships all year long.</p> <p>We are flexible on internship engagement, and interns are welcome to schedule their internship based on class schedules. We run our programs by 10-week sessions. Upcoming session information can be found on our website.</p>

## Summer Camps

Complete Equestrian offers riding lessons, vaulting lessons, equine art projects, equine education classroom, swimming and chores to our campers each week. We have been running this camp since 2008.

### Why should you consider a Summer Camp internship?

We want our interns to feel confident that they could someday create, organize and run a successful summer camp program. Summer camps are a great way to generate a passion for horses in campers.

<p>What will intern work on and accomplish?</p>	<p>Doing a Summer Camp internship, you will learn:</p> <ul style="list-style-type: none"> <li>• How to create the registration forms, invoicing, and organizing of a summer camp program.</li> <li>• How to organize your staffing for a summer camp.</li> <li>• How to create lessons plans for all sessions of camp.</li> <li>• How to prepare for education classroom topics for all sessions of camp.</li> <li>• How to prepare arts and crafts projects for all sessions of camp.</li> <li>• During summer camp, you will practice and learn skills in teaching grooming, tacking and riding.</li> <li>• During summer camp, you can practice and learn skills in teaching classroom equine education, chores and art projects.</li> </ul> <hr style="width: 30%; margin: 20px auto;"/> <p style="text-align: center;"><i>SUMMER: SUMMER CAMP RUNS JUNE- MID AUGUST ANNUALLY. THIS IS 11 WEEKLY SESSIONS.</i></p> <p style="text-align: center;"><i>WINTER/SPRING: PRE-CAMP ORGANIZATION RUNS DECEMBER- APRIL. WE CREATE OUR SUMMER SCHEDULE AND WEBSITE IN DECEMBER, AND OPEN REGISTRATION IN JANUARY. AFTER REGISTRATION IS OPEN, WE CONTINUE TO PROCESS REGISTRATIONS AND KEEP OUR WEBSITE CURRENT. WE ALSO BEGIN ORGANIZING OUR SUMMER STAFFING AND</i></p>
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	<p><i>WORK ON ALL PROJECTS THAT WILL PREPARE US FOR CAMP TO BEGIN IN THE SUMMER.</i></p> <hr style="width: 50%; margin: auto;"/>
How many hours will intern work?	<p>We offer vaulting lessons year around.</p> <ul style="list-style-type: none"> <li>• Winter/Spring: These hours can be varied based on level of involvement. Winter (December- February) will be dedicated to office work M-F 7:30am-9:30am or 12:30pm-3pm. Additional hours can be available for independent internship work.</li> <li>• Summer: Camp runs from 9am-4pm Monday-Friday. Interns can have the option of staying for the full work, or picking specific days of the week to join through the summer.</li> </ul>
How long will the intern engagement last?	<p>We are able to offer Summer Camp internships in the Winter/Spring/Summer.</p> <p>We are flexible on internship engagement, and interns are welcome to schedule their internship based on class schedules. Depending on what you are most interested in learning about with summer camp.</p>

## Office Assistant

There is a great deal of office work that goes into running a successful equestrian facility. It is very important to respond to clients promptly, organize staff, horses, and students; as well as keeping track of the financials of Complete Equestrian. We work hard to keep up on all aspects of office work efficiently and accurately.

**Why should you consider an Office Assistant internship?**

We believe that one aspect that sets Complete Equestrian apart is how we are organized and professional. You can be an excellent horse trainer or riding instructor, but have poor office and business skills. To be successful in this industry, you need to be good in the office too.

What will intern work on and accomplish?	Doing an Office Assistant internship, you will learn:
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	<ul style="list-style-type: none"> <li>• How to run QuickBooks to operate invoicing and keep track of expenses.</li> <li>• How to organize your staffing for all aspects of operation.</li> <li>• How to organize your upcoming weeks and sessions lessons and projects.</li> <li>• How to create registration forms for lessons, competitions and demonstrations.</li> <li>• How to maintain, update and improve websites and social media.</li> <li>• How to pay bills and staffing.</li> </ul> <hr/> <p style="text-align: center;"><i>SPRING: DAY TO DAY OFFICE CHORES, RUNNING SPRING SESSION CLASSES FROM THE OFFICE STANDPOINT, CREATING CHECKLISTS FOR SPRING REPAIRS, ORGANIZING STAFFING, PREPARING FOR SHOW SEASON.</i></p> <p style="text-align: center;"><i>SUMMER: DAY TO DAY OFFICE CHORES, RUNNING SUMMER CAMPS AND SUMMER SESSION CLASSES FROM THE OFFICE STANDPOINT, ORGANIZING STAFFING, ORGANIZING DEMONSTRATIONS AND HORSESHOWS.</i></p> <p style="text-align: center;"><i>FALL: DAY TO DAY OFFICE CHORES, RUNNING FALL SESSION CLASSES FROM THE OFFICE STAND POINT, ORGANIZING STAFFING, ORGANIZING HORSE SHOWS AND DEMONSTRATIONS, BEGINNING TO ORGANIZE THE HEART BEATS GALA.</i></p> <p style="text-align: center;"><i>WINTER: DAY TO DAY OFFICE CHORES, RUNNING THE HEART BEATS GALA, RUNNING WINTER SESSION CLASSES FROM THE OFFICE STAND POINT, ORGANIZING STAFFING, FINALIZING TAX FORMS FOR STAFF AND CPA.</i></p> <hr/>
<p>How many hours will intern work?</p>	<p>We work in the office year around.</p> <p>Office work is done outside of lessons during the early AM and lunch times Monday through Thursday. Fridays all day are dedicated to the office.</p>

How long will the intern engagement last?	<p>We are able to offer Office Assistant internships year around.</p> <p>We are flexible on internship engagement, and interns are welcome to schedule their internship based on class schedules.</p>
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## Heart Beats Gala

The Heart Beats Gala is Complete Equestrian’s major fundraiser of the year. This is where we generate our funding for the year from our generous donors and corporate sponsors. We use those funds for our scholarship program for at risk and under privileged youth, for the care and maintenance of our horses and for equipment and facility improvements.

The Heart Beats Gala itself is an evening vaulting demonstration and catered meal for our VIP guests. We also offer a live streamed option, for those who would like to log in from another location. Our online auction offers hundreds of items for bidding.

**Why should you consider a Heart Beats Gala internship?**

Without the funding of our Heart Beats Gala, we would not be able to offer affordable programs and scholarship programs. Having the ability create, organize and run a fundraiser of this caliber, opens opportunities for Complete Equestrian that other equestrian facilities are not able to have. Although the Heart Beats Gala is a major undertaking, its benefits are far reaching.

What will intern work on and accomplish?	<p>Doing a Heart Beats Gala internship, you will learn:</p> <ul style="list-style-type: none"> <li>• How to put together professional handouts for donors and sponsors to request donations.</li> <li>• How to speak to donors and sponsors to request donations.</li> <li>• How to organize volunteers to accomplish tasks.</li> <li>• How to work with facilities, videographers and caterers to prepare for your event.</li> <li>• How to advertise for your event with the use of social media and email.</li> <li>• How to organize the collection of online auction items.</li> <li>• How to run an online auction.</li> </ul>
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	<ul style="list-style-type: none"> <li>• How to maintain, update and improve websites and social media.</li> <li>• Day of event: How to set up for and perform for the Heart Beats Gala.</li> <li>• After the event: How send the appropriate thank you notes and to finalize your profit/loss statements. Work with your board of directors to create the budget for the upcoming year based on the funds collected from the Heart Beats Gala.</li> </ul> <hr/> <p style="text-align: center;"><i>November through January: Creating volunteer committees to run the Heart Beats Gala, finalizing facilities and catering contracts, website/social media advertising, requesting donations and maintaining the auction website.</i></p> <p style="text-align: center;"><i>February: Final preparations, Radio and News shows, Heart Beats Gala event, and all post Heart Beats Gala needs.</i></p> <hr/>
<p>How many hours will intern work?</p>	<p>Organizing of the Heart Beats Gala is done within the office hours, but additional hours can be added outside of that based on interns' ability to work independently. Office hours are Monday-Thursday 7:30am-9:30am, 12:30-2pm and all day Friday.</p>
<p>How long will the intern engagement last?</p>	<p>The Heart Beats Gala runs November- February but interns can join at any time within that time frame.</p> <p>We are flexible on internship engagement, and interns are welcome to schedule their internship based on class schedules.</p>

## Horse Training/Exercising

Without safe and happy horses, we would not be able to offer the quality of programs that we have. Each horse has an exercise schedule and training goals established each session. Maintaining their physical and mental well being is a top priority for Complete Equestrian.

### **Why should you consider a Horse Training/Exercising internship?**

Each horse benefits from healthy and correct exercise. As a rider, learning to adapt to different horses and using your skills as a rider to improve their balance and wellbeing is very important. Learning how to work with both experienced and green horses makes you a more diverse and knowledgeable equestrian.

<p>What will intern work on and accomplish?</p>	<p>Doing a Horse Training/Exercising internship, you will learn:</p> <ul style="list-style-type: none"> <li>• How to use dressage and cavaletti work to cross train the vaulting horses.</li> <li>• How to train green vaulting horses.</li> <li>• How to work with school horses to improve bad habits learned from beginner riders.</li> </ul>
<p>How many hours will intern work?</p>	<p>This internship is matched with our facilities maintenance internship. We feel there is a lot more to horses than just riding. It is important that we care for the horses as well through hands on care.</p> <p>Horse Training/Exercising is Monday, Tuesday or Thursday at 11am or 2pm.</p>
<p>How long will the intern engagement last?</p>	<p>This internship runs year around.</p> <p>We are flexible on internship engagement, and interns are welcome to schedule their internship based on class schedules and availability.</p>

## Facility Maintenance

Maintaining a safe and clean facility is important for the health of the horses and for the overall impression of our facility.

### **Why should you consider a Facility Maintenance internship?**

Knowing how to care for horses and a facility is paramount in barn management. You will gather skills that will help you prepare for successful barn management in your future.

What will intern work on and accomplish?	<p>Doing a Facility internship, you will learn:</p> <ul style="list-style-type: none"> <li>• How to organize daily and ad hoc barn maintenance schedules.</li> <li>• How to care for and repair a facility through hands on skills. Examples (but not limited to) are stall cleaning, feeding, arena maintenance, tack cleaning, fence repairs, pasture management, tractor skills, painting, and driveway maintenance.</li> </ul>
How many hours will intern work?	<p>AM Daily barn chores being 8-11am Monday-Sunday. Ad Hoc Repairs and maintenance can be scheduled outside of those hours.</p>
How long will the intern engagement last?	<p>This internship runs year around.</p> <p>We are flexible on internship engagement, and interns are welcome to schedule their internship based on class schedules and availability.</p>

## Are you interested in an internship with Complete Equestrian?

**Paid internships are available based on experience. Reach out to us directly with your questions.**

Please reach out to Nicole Rau. We are looking forward to meeting you!

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