



Green Mountain Horse Association

2012 Junior Horsemanship Clinic

Riding Instructors & Barn Manager Information

Overview

Under the guidance of co-Directors Suzi & Jim Gornall, returning to JHC for their 6th year, the clinic focuses on the fundamentals of riding and horsemanship, with an emphasis on control, balance and safety. The JHC is an opportunity for young riders, ages 9-17 years, to gain knowledge and experience with their horses in the areas of dressage, stadium and cross-country jumping, horse care, stable management, nutrition and conditioning. The experience, ability, and passion of our JHC instructors and Barn Managers will shape the quality of our young students' experience at GMHA.

ALL CAMP STAFF:

Employment Information:

- Limited on-site housing is available in GMHA's Ranch House at no cost. If you require housing, please notify GMHA's Office Manager asap and indicate it on the application form. For 2012, housing is provided from June 22nd - July 3rd.
- Boarding for one horse ** per staff member is provided from June 22nd - July 3rd, including:
 - Hay
 - Bagged Shavings

NOTE: You will need to supply all grain, supplements, etc. for your horse for the duration of the clinic.

- ** Staff wishing to bring more than one horse should contact GMHA's Office Manager prior to camp to make arrangements. Stabling fees for additional horses will apply and will be granted based on available space.
- All JHC Instructors and Barn Managers are classified as GMHA employees and will be required to complete all employment documents, including an I-9 with supporting identification, a W-4 and any other information as required by GMHA. Payroll for JHC is processed with GMHA's regular bi-weekly payroll and will be issued in conjunction with the payroll cycle. For 2012, paychecks will be mailed to staff the Thursday after camp ends (or can be picked up in the office on the Friday after camp ends if prior arrangements have been made) and will include all hours worked.
- A daily pay rate is based on years of employment with GMHA.
- As an additional benefit, riding lessons with Clinic Co-Director Suzi Gornall may be scheduled before or after camp hours.
- Staff lunch is provided in the Youth Center for each day of camp.
- All staff must be at least 18 years of age.
- Positions have become very competitive. Please fill out your application completely and provide as much detail as possible for the questions listed on the application. *For those who have worked at JHC in the past, please update us with what you have been doing since you were last here.*
- Pony Club background and Instructor Certifications are a plus, but are not required. Teaching and stable management experience are the primary criteria for hiring.
- There are 4 mounted and 4 unmounted lessons taught each day. They may be the same lesson but to different groups of campers.

ALL CAMP STAFF – continued:

Schedule Information:

- All Staff are required to attend the paid training sessions on June 22nd & 23rd. Staff should plan to arrive on the morning of Friday, June 22nd. Please call if you need to arrive earlier than Friday morning.
- The daily staff schedule will be reviewed during the 2-day training.
- Work hours may vary slightly during JHC Starter Trials.
- During lunch, Staff may be asked to assist with pre-arranged demonstrations.
- You may be required to attend staff meetings scheduled before or after camp hours.
- All staff must attend the camper Luncheon and Awards Ceremony on July 3rd.
- All staff must attend the JHC wrap-up meeting on July 3rd at 2pm.

Riding Instructors

Qualifications & Responsibilities:

- Have a strong background in Dressage, Stadium, and Cross Country.
- Be able to teach for 6 hours per day (Four 90 minute lessons with 5 or 6 students).
- Riding instructors may have additional responsibilities as determined by the camp directors prior to and during the camp Starter Trials, including but not limited to: coaching students, assisting in setting courses, assisting in event preparation.

Barn Manager Info

Qualifications & Responsibilities:

- Barn Managers will be assigned to a group of students to supervise in the stabling area, including managing feed schedules, making sure chores are done, and assisting with horse care. Barn Managers will also be responsible for unmounted group lessons each day covering topics such as bandaging, nutrition, and lunging. Lessons and lesson topics will be assigned by the Senior Barn Manager.
- All applicants should have prior experience instructing students in stable management and horse care, and have a background in barn management and eventing.
- Barn Managers may have additional responsibilities as determined by the camp directors prior to and during the JHC Starter Trials, including but not limited to: assisting students in show prep and assisting in event preparation.
- Barn Managers may be contacted by the Senior Barn Manager prior to camp to begin scheduling and planning lessons.
- To support daily teaching, all Barn Managers and their horses will be stabled in the barns with the campers and may share tack stalls with the campers. Please set a good example for your students by keeping your horse on a regular feeding schedule and keeping them in top condition!

If you are interested in applying for a position at camp, please fill out the Instructor & Barn Manager Application and return to GMHA by February 15th.

Please feel free to contact Robin O'Farrell at GMHA with any questions you may have:

Email: rofarrell@gmhainc.org Phone: (802) 457-1509