



**LOVELANE SPECIAL NEEDS HORSEBACK RIDING PROGRAM, INC.
PROGRAM DIRECTOR**

OVERVIEW:

The Program Director reports to the Executive Director and is responsible for all aspects of the Therapeutic Program, which is the core of Lovelane. As such, the program drives the strategic direction of the organization. The Program Director is a leadership role in our organization, bringing a culture of care and joy and a strong belief in our mission.

This is a full-time exempt position with benefits; including health insurance, matching 401k, and generous time off.

JOB RESPONSIBILITIES:

- Design, implement and oversee all aspects of the Lovelane program to ensure that appropriate therapeutic goals are met, safety is a top priority and the feel and atmosphere of Lovelane are maintained
- Responsible for hiring, firing and managing the following positions directly: Volunteer Manager, Program Coordinator, Program Assistant, Barn Manager, Horse Trainer, Program Instructors; as well as overseeing the management of volunteers
- Work with the Executive Director to develop and implement a program budget and meet budget goals
- Work with Instructors to ensure support, expertise and oversight of lesson plans, including setting and working towards individual therapeutic goals
- Coordinate lesson schedule for program staff and clients
- Teach and co-teach lessons (if applicable)
- Responsible for overall orientation, training and continuing education of program staff to ensure safe and effective therapeutic riding lessons
- Participate in fundraising and PR as needed as primary program spokesperson and/or manage this with others
- Evaluate and determine the effectiveness and safety of Pilot and Adjunct Programs
- Responsible for waitlist, program policies and procedures
- Create, implement and staff new programs
- Ensure that horses are appropriate, safe and effective for our program
- Participate in quarterly Board meetings

SKILLS NEEDED:

This position requires strong management experience, and the ability to work with Board, Finance and Development committees in long-range planning and short-range goal setting. This is a leadership position requiring skills in personnel oversight and management, strategic thinking, problem solving, and an ability to communicate with effectiveness and compassion to a diverse and large number of stakeholders including board members, staff, clients, volunteers and donors. A big picture thinker, multitasker and detail oriented necessary.

Preferred but not required: familiar with therapeutic programming, Certified Therapeutic Riding Instructor (CTRI) through PATH Intl., Massachusetts Licensed Riding Instructor, and/or PT/OT/SLP degree, a strong rider and knowledgeable of horse behavior.

**To apply please email a cover letter and resume to the Executive Director, Debby Sabin:
Debby@lovelane.org**