



# Reach 4A Star Riding Academy



## Job Description

Applicants please submit resume and cover letter to [office@reach4astar.org](mailto:office@reach4astar.org)

**Job title:** EXECUTIVE DIRECTOR

**Work Location:** Casper, Wyoming

**Reports to:** Board of Directors

Full-time  
 Part-time

Exempt  
 Nonexempt  
 Volunteer

### Overview:

Reach 4A Star Riding Academy is a 501(c)3 non-profit PATH Premier accredited therapeutic riding center located on 45 acres in Casper, Wyoming that was founded in 2004 and has been serving the community since 2005. Instructors at Reach 4A Star enjoy an empowering culture where inclusion & deep respect are prioritized. Staff are encouraged to think creatively to contribute to a diverse environment, building on their knowledge and strengths. The facility includes an office, conference room, kitchen, reception area, upstairs viewing area for spectators, tack room, large heated indoor arena with a handicap ramp and wheelchair assistance electronic mounting lift, outdoor arena, barn with stalls and corrals. An outdoor sensory trail is in progress. The Academy serves approximately 250 people in the community each year with a diverse staff of 5, including 3 therapists utilizing about 50 volunteers annually. Right now, riders range in age from 3 to 93 years old. There are currently 20 horses whose care includes special attention to bodywork & wellness. Reach 4A Star offers adaptive riding and equine assisted learning for individual and group classes, veterans programs, specialized camp programs, Special Olympics training, occupational therapy services and offers a Certificate Program through Casper College.

### General Description of Duties:

The Executive Director is responsible for providing the management and leadership to work toward the fulfillment of Reach 4A Star Riding Academy's mission, vision, and strategic plan. This individual plans, organizes, leads and controls the operational, financial, technical and administrative functions, and facilitates the expansion of programs and its base of financial support

### Essential Duties and Responsibilities:

- Proactively engage outside of organization to build on community outreach and public relations.
- Manage daily operations and development of programs including, but not limited to, planning and scheduling of classes, special programs, and events.
- Ensure regular health and safety evaluations on animals, arena, and ground conditions
- Promote programs at Reach 4A Star Riding Academy
- Develop, implement and oversee a financial plan that includes grants, fundraising, donors & budgeting in collaboration with the Board of Directors
- Oversee office and record-keeping functions, maintain financial and business records, contracts, event materials, promotional inventories, web site, and calendar
- Conduct hiring, managing, evaluating, and termination of staff
- Maintain knowledge of and adherence to all applicable local, state, and federal laws and Reach 4A Star Riding Academy policies and procedures and PATH standards.
- Participate in all monthly meetings of the Board of Directors and keep them informed at all times about the status of programs.
- Perform duties as assigned by the board of directors for the purpose of ensuring the efficient, safe, and effective functioning of the organization

**Education and/or Work Experience Requirements:**

- **Must possess at least an Associates degree, preferably a Bachelor's degree or at least 5 years experience in business management, public administration, or related field.**
- **Must have a minimum of five (5) year's experience/background with non-profits that includes service to the community, health and safety, finance and budgets, etc. Candidates with successful grant writing/donor development and/or experience with equine assisted activities may receive preference.**
- Must have a valid driver's license, good driving history and must not have any previous felonious or misdemeanor convictions other than minor traffic offenses.
- Must be a PATH member or be willing to become a PATH member within 30 days of hire date.,
- Must be CPR/First Aid certification highly recommended
- Must possess adequate computer skills for business management and the physical capabilities expected by the position.
- Must have excellent communication and public speaking skills, including ability to effectively and efficiently communicate with the Board of Directors, instructors, participants, other stakeholders & the public.
- Must be able to work under pressure at times, while maintaining a positive attitude and providing exemplary attitude and behavior.
- Must have supervisory team building knowledge and experience.
- Must be self-sufficient, resourceful, solution oriented and organized and able to work independently to carry out assignments to completion.
- Job duties performed on R4ASRA property may be dusty and dirty. Persons with animal allergies and hay fever may be affected.

**Physical Requirements:**

- The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing and/or pulling up to 50 pounds; stooping, kneeling, and bending; reaching and grasping; typing; and walking.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including PATH
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to safely interact with horses according to R4AS procedures.