



Volunteer Coordinator

Role: Volunteer- volunteer coordinator

Term: Seasonal - Spring, Summer, Fall

Hours: 5-10 per week

Location: Bow Valley preferred

About Rundle Riders Therapeutic Riding Association

Rundle Riders is a supportive group offering horsemanship and riding opportunities for individuals with physical, intellectual and or emotional challenges. Rundle Riders Therapeutic Riding program has been very fortunate to facilitate our program in the Spring, Summer and Fall at Camp Chief Hector since 2000! Through the years we have seen some amazing achievements by the participants and we look forward to continuing on with new and returning participant's horsemanship experience and skills. The therapeutic riding allows the participants wonderful physical therapy on the back of a horse to strengthen and stretch muscles. There is also the special bonding of the participants with our horse friends at Camp Chief Hector YMCA (and the BVRA) that makes this experience so unique and fulfilling for all!

Overview of Role:

This is a volunteer position to be filled.

Currently, the primary tasks of the role include volunteer management, communication with new and existing volunteers, online maintenance of the volunteer data management/scheduling system, calendar and email. Peripheral tasks include, recruitment and retention, seasonal training coordination with the instructor, community outreach (online & in-person) for program volunteers.

The successful volunteer will be joining a program with a long history in the community, 20 years. Rundle Riders has relationships with other community organizations which make our program run. The person who is successful in this position will be able to work independently, have exceptional time management skills, excellent communication skills, proven relationship building, and work well within a group. We have vital partnerships with YMCA Camp Chief Hector and Bow Valley Riding Association for our programming as well as important community support partners such as Rocky Mountain Adaptive.

An understanding of disabilities and therapeutic horseback riding and horsemanship is an asset. Training and learning about our program can be facilitated.

This position can be worked around the successful applicants' schedule and skills. A clear vulnerable sector check is required.

Duties While Program is Operational:

- Regular communication with volunteers about opportunities to help with the program via text, phone, social media and through our volunteer scheduling site
- Confirmation of volunteer hours, filling the volunteer shifts
- Keeping records of the volunteers contact, emergency contacts and pertinent information up to date including police vulnerable sector record checks
- Coordinate volunteer training with the instructor and Camp Chief Hector as needed