

# Pegasus Springs Therapeutic Riding Center

## Job Opening: Part Time Assistant Director



### Job Description

Immediate, and exciting opportunity in Northeast Michigan! Pegasus Springs Therapeutic Riding Center (Pegasus Springs TRC) is a growing, federally registered 501(c)3 non-profit adaptive riding center offering Equine Assisted Services and seeking an ambitious and knowledgeable Assistant Director. We are a faith-based agency, located in National City, MI and offer programming for children and adults with cognitive, emotional and physical disabilities in a nine (9) county area. We will be offering retreats for front line and emergency response workers as well as our existing veterans retreats and sessions. Pegasus Springs TRC is the only full-service, adaptive riding center in Northeast Michigan.

Our organization seeks a candidate with experience in non-profit organizations to assist the Founder/Executive Director. Duties will be carried out on-site and remotely, and include, but not limited to supporting the pillars of excellence for PSTRC by implementing activities that include safety, fundraising, marketing, advertising, teamwork, and organizational management. This will include the goals and objectives developed by the Executive Director/Founder(s).

*The qualifications listed below represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines to be considered along with other job-related selection or promotional criteria. This list is not inclusive of the total scope of job functions to be performed.*

### Duties

All duties support the mission of Pegasus Springs, and include exploring and apply for grants, lead the development and implementation of fundraising events. Liaise with staff and volunteers on a regular basis and recruit volunteers and staff, as needed. Facilitate bi-weekly meetings (in-person or via Zoom) with staff and volunteers to ensure information sharing and consistency in practices. Arrange educational opportunities for staff and volunteers to best serve clients and their families. Advertise PSTRC throughout the community. Ensure operational elements of the organization are supported as needed. Serve as a Safety Officer for onsite operations. Support the Executive Director/Founder(s) as needed. Other duties as assigned. The ideal candidate will be organized, have strong communication and interpersonal skills and manage our paid staff and volunteer base for assistance with all activities and programming.

### Requirements

Applicant must possess a Bachelor's degree at minimum. Experience at PSTRC with the staff, volunteers, clients, horses, and barn operations is desired. Ability to effectively manage staff and lead team efforts. Be certified and/or experienced in safety regulations and basic response efforts (CPR, AED, First Aid, Psychological First Aid). Experience in working with Children with physical and cognitive disabilities. Experience in fundraising and grant management. Candidate should be a team player with excellent communications skills,

Salary range is \$12-\$14 per hour to start, based on experience and qualifications. This is a part-time, year-round, hourly position with seasonal and flexible time off. Full time salaried position with medical insurance is available after a satisfactory six-month probationary period, including a benefits package to include medical insurance, paid vacation and holidays.

*Submit application/resume to Pegasus Springs Therapeutic Riding Center,  
4800 Old State Road, National City, MI 48748, or e-mail your resume to [pegasusspringstrc@gmail.com](mailto:pegasusspringstrc@gmail.com).  
This position will be posted on our website and social media until filled. **Applications are due September 5<sup>th</sup>, 2023.** In person or Zoom interviews take as soon as possible.*

**Pegasus Springs Therapeutic Riding Center is an Equal Opportunity Employer**