



Position Description

Volunteer

Position Title:	Volunteer
Responsible for:	The learning experiences and ongoing enjoyment of those involved with WRDA
Reports to:	Coach
Qualification:	WRDA Introductory Course and the NZRDA Volunteers Course
Other requirements:	Completion of Police Check At least 16 years of age Physically fit to carry out duties as required Able to take directions All Volunteers are asked to respect the privacy/confidentiality of our Riders and to acknowledge their acceptance of this by signing the volunteer agreements and contracts.
Type of role:	Volunteer
Responsibilities/ duties:	<ul style="list-style-type: none">• Prepared for and able to attend at regular times including attendance at training courses; notify Coach when unable to attend• Punctual, reliable and appropriately dressed• Safety conscious at all times, aware of guidelines for handling, back care and hygiene as outlined in the NZRDA H&S Booklet• Listen, learn and accept direction• Notify the person in charge when experiencing difficulties• Maintain and respect rider confidentiality• Respect people and handle equipment with care• Seek permission before giving horses or riders food• Provide moral support to riders• Remain calm if there is a fall or an incident
Expected outcomes:	Actions, practices and communication endorse WRDA philosophy and mission statement, meet WRDA quality and safety requirements and the privacy rights of riders, carers and volunteers

Liaise with:

- Other Volunteers
- Parents/Caregivers

Other information:

- Read notes available on safety, guidelines for leader and side walker and arena terms and expressions

Groups Responsibilities to Volunteers

- Provide Volunteers with sufficient orientation to the grounds, methods and facilities to enable them to feel welcome and at ease.
- Provide access to the appropriate training to enable Volunteers to safely work with Riders and horses.
- Maintain contact with Volunteers, take an interest in their well-being and be alert to any problem or difficulties that may arise.
- Respect Volunteers' wishes and opinions.
- Involve Volunteers in lesson programme and event planning.
- Be sensitive to Volunteers who have had no experience of people with disabilities or horses.
- Provide an atmosphere where Volunteers can feel welcome, needed, appreciated and informed.

Safety:

- No dogs allowed on grounds during rides.
- No smoking in Clubrooms, Container, Garage or Hay Barn.
- All children must be supervised by an adult.
- Remember detergents, horse first aid items, disinfectants, etc. are poisons. In the event of possible poisoning get the person straight to hospital.
- Only experienced helpers or Coaches tack and untack horses.
- No hand feeding horses or feeding them without permission.
- If jackets, cardigans etc, are taken off, put them in the clubroom so they can't blow around outside.
- Don't wear dangly jewellery or large rings.
- Wear correct footwear.
- Know where the First Aid Box is kept.
- Never approach a horse from rear - approach from the side, talk to horse in low voice.
- To pat horse do this on neck, not on head or near nose.
- Always tighten girth slowly and gradually - never abruptly.
- Ensure Riders waiting to mount are supervised and kept away from horses, ramp and arena.
- Ensure clothing is not loose or flapping, and helpers' hats are secure.
- Mounting and dismounting must be supervised by Coach and/or Therapist.
- Leaders and Side Walkers should know when and how to perform an EMERGENCY DISMOUNT.