



VTRA

VICTORIA THERAPEUTIC RIDING ASSOCIATION

Stable Management Volunteer Duties

Training Requirements: Attend a Groom/Stable Management Training.

Before Class Begins:

- Arrive 15 minutes before the start of classes.
- Sign-in at the clubhouse and put on your name tag.
- Set-up activities and/or materials per the instructor's direction.
- Check the "Volunteer Tips Book" to learn more about the participants in each of the classes that you will be assisting.
- Introduce yourself to the participants as they arrive.
- Some participants will need help putting on their helmets and boots and others will not. Ask your participants if they need help with their helmet and boots. This is also an opportunity to do a safety check
- Ensure that their jacket is done up properly,
 - The helmet should not wiggle if they shake their head.
 - They are wearing the proper boots or shoes,
 - They have no loose accessories,
 - They have no gum, candy, food, drink or horse treats
- Stay with the participants in the equipment room until it's time for class to start.

During Class:

- Follow the directions of the instructor and assist them in delivering lessons.
- If you passed Horse Handler Training, handle horses per instructor's request.
- Supervise the participants, especially the participants the instructor is not watching. Ensure everyone is staying safe.
- Assist with keeping participants together and focused on the lessons.
- Allow the participant time to receive, process, and complete the instructor's direction.
- In an emergency, the instructor takes the emergency while the stable management volunteer takes the class if necessary.

After Class:

- Clean up materials from lessons and ensure participants have put helmets away.
- Say goodbye to participants and instructor.
- Sign out at the clubhouse.

The primary responsibility of the Stable Management Volunteers is to assist the instructor in delivering lessons on unmounted equine activities. They also contribute to creating a safe, fun, and positive environment for everyone.

Thank you to all the VTRA Volunteers!

Our Vision: Learning, connection, and joy through the power of horses.

