Southeast Raleigh

Volunteer Information

**Southeast Raleigh Volunteer Team Opportunities:**

*Academic Team, Horse & Farm Team,*

*Lunch & Snack Team, Equine Specialist Team*

*& Transportation Team*

CORRAL Riding Academy

**NEUSE RIVER CAMPUS**

Neuse River Farm Campus

2436 Neusehill Lane

Raleigh, NC

| **Southeast Raleigh Volunteer Job Descriptions*** **Academic (tutors) \***
* **Lunch & Snack Provider \***
* **Equine Specialists \***
* **Transportation Providers** \*

*\*Requires the Volunteer with Girls and References forms to be completed\*** **Horse and Farm**

***All trainings (HORSES 101, GIRLS 101, HORSES 201) and their instructions are at the end of the packet. See the instructions for the classes that pertain to your volunteer team.*****Southeast Raleigh Horse and Farm Team Job Description***\*includes Horse Feeders and Farm work\*****Farm Team Job Description***CORRAL’s SE-Ral Horse & Farm Team is an essential part of running a cost-effective program at CORRAL. Horse farms require a large financial responsibility. This team helps lighten this financial responsibility by completing projects creatively and as a team of volunteers. This allows for more of CORRAL’s budget to go towards providing the best services we can offer to the program’s participants. ***Qualifications**** Must be 18 years of age or older or volunteer alongside a parent/guardian
* Have the desire to help CORRAL with construction projects and farm care/maintenance
* Willingness to take initiative in the care of CORRAL properties and facilities

***Training**** Must attend volunteer training class i.e. Tractor Training prior to the use of equipment.

***Volunteer Role Responsibilities***This role can look different for each volunteer. Below are 4 major ways that volunteers participate in this role.* Attend CORRAL Facilities Work Days on the second Saturday morning of each month
	+ Volunteers meet for an average of 3 hours each month to complete projects as a group
	+ Planning for these workdays takes place at the Horse and Farm Meetings on the third Wednesday of the month.
* Tractor Driving - Requires additional training and expertise.
	+ General tractor use - use of CORRAL’s tractor for general work around the farm.
	+ Field and Arena Maintenance - mowing and harrowing fields as needed, and dragging the arena on a weekly basis to keep footing soft.
* Individual projects during the week
	+ Help with the running list of small projects.
	+ Picking up supplies/project materials off-site when needed.
* Unexpected and Time-sensitive projects.
	+ Perform unforeseeable maintenance repairs, staff will send out an email to ALL to get the project(s) completed in a timely manner! These needs can be but not limited to either horses or weather-related.

***Southeast Raleigh Horse Feeder Job Description***To outline how CORRAL feeder volunteers care for the CORRAL horses in a safe, efficient and thoughtful manner.*Policy:** CORRAL horses will be treated with kindness and respect at all times, they are partners in the work of transformational life change.
* The safety of the feeders is more important than fulfilling any duties. If a situation becomes unsafe, get out of it.
* Our second highest goal is to feed each horse the food they are supposed to eat and to maintain a peaceful eating environment.
* If **any** incident that results in injury of a human occurs, immediately report it to staff. If a pattern of incidents occurs, staff will assess the incidents and make any needed changes to ensure the safety of the volunteers and wellbeing of the horses.

*Procedure** Feeders must meet all qualifications and training requirements before volunteering independently on the farm and with the horses.
* Volunteers must be 18 years of age or older ***or*** volunteer with a parent or approved guardian/adult
* Must attend the CORRAL Volunteer Training and subsequent training
	+ 1. Watch the HORSES 101 Training Video
		2. Watch the GIRLS 101 Training
		3. Attend HORSES 201 Training
		4. Shadow and feed with CORRAL feeder trainer until approved and ready to feed with another volunteer.
		5. Become able to handle a horse on the ground (setting appropriate boundaries, haltering and leading)
		6. Become able to blanket and un-blanket for the winter months.
		7. Understand and be able to explain herd dynamics and feeding protocols.
* Feeders are required to follow best practices when working with horses to ensure safety and consistency on the farm.
* Always check the whiteboard(and/or email threads) for messages and instructions before feeding. Also check for changes in pasture assignments and changes in feed.
	+ If we are out of any feed or supplements, please text the lead feeder and Equine Manager. Do not give alternative feed or supplements unless otherwise asked to do so by a CORRAL staff member. It is better to not feed a horse than to give it incorrect feed.
* WATER MUST BE CHECKED AND REPLENISHED AT EACH FEEDING. Proper hydration of our horses is a critical responsibility.

Feeders should learn the dominance order of the herd and treat all the horses with respect. * NEVER tie CORRAL horses to anything
* Stay with the submissive horse until it is finished eating to ensure that it gets all of its food.
* If a horse gets loose, do not chase it; get some food and a halter and lead rope to catch the animal. If it cannot be caught, call the Equine Manager immediately.

As feeders are often on the farm before others arrive for the day, good communication is key!* Always follow the current feeding protocol as explained in weekly emails and on whiteboards
* For urgent problems, contact the lead feeder as soon as possible.
* If you notice an injury, potential illness, or odd behaviors in any of the horses, call the Equine Manager immediately. A horse that does not come for his food, no matter the weather, is probably sick.
* Volunteers are responsible for finding a replacement in the event of scheduling conflicts.

Feeders should treat the farm with care and respect. * Please make sure to close and latch all gates.
* Pick up feed buckets and other tools when finished and return them to their places.
	+ Rinse out feed buckets if excessively dirty after feeding.
* Do not bring uninvited or unapproved guests to the farm. All visitors must be approved by the Managing Director first, to comply with liability requirements.
* Do not bring pets to the farm.
* Make note of any maintenance needs of any pastures, fences, or the barn so they can be addressed in a timely manner.
	+ To report a repair need to the facilities manager use CORRAL’s Repair Form online (corralriding.org/repair).
* Please park only in designated areas.
* Be respectful of the farm and neighbors.

***Southeast Raleigh Academic Team: Tutor Job Description****Tutoring Qualifications** Must be 18 or older and minimum of high school graduate
* Must provide three references
* Pass a background check
* Complete volunteer training
* Able to tutor middle and high school students in reading, writing, math, and/or science

*Tutor Training* * CORRAL 101: Girls
* Shadow 2 tutoring sessions
* Lead a tutor session with a tutor mentor for support

*Tutoring Commitment** Volunteer tutor must commit to two one and a half-hour sessions monthly
* Tutor must be able to volunteer for at least one academic year
* Tutors are strongly encouraged to attend the monthly Education Team meetings and contribute to the Tutoring team, the Achievement Team, or the College and Career Prep Team as needed

*Tutoring Procedures** Begin tutoring by connecting on a personal level
* Review with participant their binder and lesson plan
* Use all tutoring time effectively to complete homework, remediate weak skills/teach study skills
* Provide assistance and guidance
* Last 5 minutes of tutoring, reflect on habits used during tutoring using the prompts behind the lesson plan sheet. Co-create the parent communication that needs to go in the agenda with participant
* *Tutoring Policies*
* If you have information on child abuse/neglect, you are required to report it. Tell a staff member immediately
* Be patient but firm with participants
* If you are unsure about any materials the child is working on, please ask for assistance
* Report any problems or progress to the Education Manager
* Have high expectations for achievement and keep sessions rigorous
* Tutors need to understand and be motivated by the potential that the tutoring sessions at CORRAL may be the most significant or only time that the student gets the proper attention needed to be adequately taught and to adequately learn academic content, life skills and proper relationship building skills. So, all interaction with every student needs to be governed accordingly at all times.

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| Signature |  |

***Southeast Raleigh Equine Specialist* *Job Description***The role of the Equine Specialist at CORRAL is to instruct participants on horse behavior and interactions. Equine Specialists also read the body language of the horse interacting with the participant and relay the information to the Mental Health Professional. The role of the Equine Specialist differs from a traditional instructor role in that their main goal is to help participants learn how to form a healthy relationship with a horse before focusing on teaching training and equitation methods in a traditional horsemanship lesson.*Qualifications** Must be 18 years of age or older.
* Must attend and pass HORSES 101, GIRLS 101 and HORSES 201
* Ability to keep participants safe in emergency situations with horses
* Must complete background check sent by volunteer manager

*Training** Pass HORSES 101
* Pass GIRLS 101
* Pass HORSES 201
* Attend Equine Specialists lessons at least 2x/month
* After achieving ‘Progressing’ in roughly 60% of skills on Level A in [Horsewomanship Curriculum](https://docs.google.com/spreadsheets/d/11bZ2b82mpcPmCKIuaQTh0Bp6yL9np1tKCb6fXjBmWYQ/edit?usp=sharing), the ES can begin shadowing live sessions in Riding Academy.
* At Staff’s discretion, the ES shadowing will begin handling live sessions.

*Volunteer Role Responsibilities** In RA Sessions with the girls
	+ Coach only when needed. Sometimes experimenting on her own is the best way to pick up a skill.
	+ Understand the population
	+ Be able to easily identify all CORRAL horses and know the general personalities of the horses
	+ Know when to get the MHP
	+ Understand principles of Natural Lifemanship
	+ Understand CORRAL EAP approach
	+ Provide guidance (not answers) to aid girls in developing healthy relationships with horse
	+ Report all horse health, training and tack issues to Staff
	+ Ensure that all participants are wearing proper attire around the horses and mounted
	+ Understand CORRAL Horsewomanship curriculum
	+ Help participants at or below your level in the curriculum
	+ Commit to one session a week for at least one semester
* In ES training lessons
	+ Learn to identify health issues and know what steps to take next, i.e. treatment, call Equine Manager, call vet
	+ Know the layout of the barn and where all items are kept
	+ Complete the necessary health treatments of the horse you work alongside, i.e. soak feet, apply ointment to sores
	+ Always keep in mind that we are training and exercising the horses for their use in the CORRAL Riding Academy and JTH
	+ Wear appropriate attire at all times
	+ Groom each horse before and after each ride (at least 1x during the session- if your relationship is ready)
	+ STAY SAFE!

Signing below confirms that you have received and read this document and agree to the expectations for all roles listed directly above.CORRAL is a safe place for our participants. In agreement with CORRAL’s confidentiality policy, no equine specialists will talk about a participant’s individual lesson experience outside of CORRAL or with other CORRAL participants or parents.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_***Join*** ***Join Southeast Raleigh Herd Volunteer Equine Specialist Job Description**** The ES is an integral part of teaching group members skills to work in their horse relationship as outlined in the JTH Curriculum.
* Team consists of Equine Specialists and Mental Health Professionals, including 1 CORRAL Staff, at a minimum.
* The JTH team is a critical component to CORRAL’s mission by allowing group members to use experiential learning to create healthy relationships.
* JTH team members can expect a non-judgmental environment where you are encouraged to use your talents to share with team members and participants to explore healthy relationships.
* Staff will provide support, training, & feedback through in-person, emails, & telephone communication.
* Your work at CORRAL will require an immense amount from you emotionally, mentally, spiritually, and physically. Therefore, you are encouraged to be involved in a church, community, or prayer group that ministers to your individual needs on a consistent basis outside of CORRAL. If you should feel burnt out or weary in your role at any point, please let the Manager of Mental Health Services know so we can support you.

*What do we need from you in order to be a successful JTH Volunteer?*Having consistency and flexibility while maintaining high expectations, meeting our girls where they are at, teaching our girls they have a choice, understanding the population and where they come from, being able to engage our girls in the hard work of creating relationships with the horses and group members, setting high expectations and believing the girls can grow. *Training:** Must complete background check
* Must attend the CORRAL Volunteer Training
* JTH Orientation:
	+ GIRLS 101
	+ HORSES 101
	+ HORSES 201
	+ [Relationships, Mindfulness, & Regulation](https://docs.google.com/presentation/d/1oqS6QnwKeU0xU2gGRMhhhgcI2Ea47BAhOzNc5NFU4Ds/edit)
	+ [Creating Healthy Relationships in JTH](https://drive.google.com/file/d/1YMx4zjguVXFXm3NEea4GRKkcGg1iQw7F/view?ts=60e776dc)
* Attend ES Lessons regularly
* Shadow 4 JTH sessions

*Responsibilities & Expectations:** Provide support in sessions with MHP by leading activities and discussion on relational concepts related to horses.
* Understand participants' ISP goals and how Join the Herd supports successful outcomes.
* Coordinating with MHP if a participant discloses a safety concern, trauma, or risky behavior.
* Communicates necessary updates regarding participants, to include reporting abuse and/or neglect, self-harm, or intent to harm others, directly to CORRAL Staff.
* Working one-on-one with participants to provide guidance to aid girls in developing healthy relationships with their horse and behavior management.
* Discuss and problem-solve JTH sessions weekly with MHP either by email or in person.
* Understand CORRAL EAP approach and JTH Procedures
* Helps create structure and safety within the group through the use of behavior management interventions

*Commitment:** Must commit to one full session (12 weeks); sessions occur 2 days/per week
	+ Wednesday 4 pm – 6 pm
	+ Saturday Morning Time TBD
* Attend JTH Debrief/Prep meetings - 30 minutes once per week.
* Sign-up for shifts online

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| **VOLUNTEER with the Girls***\*Complete these forms if you are applying for a direct girl-facing role. ie. Tutor, Transportation, ES)\****Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have you been charged with a felony or misdemeanor? YES NOIf yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have you ever been charged with child abuse or sexual abuse? YES NODo you have any medical limitations, physical disabilities or allergies? YES NOIf yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I understand that The CORRAL Riding Academy may conduct a criminal records check to verify my suitability forvolunteer responsibilities. If The CORRAL Riding Academy engages a report on my personal history, I authorize it to do so. If a report is obtained, I understand that upon my written request, the name of the agency will be provided to me, and that I may obtain information regarding the nature and substance of the information contained in the report. *I consent to a Criminal Background Check.* Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**REFERENCES**Please list 4 references (1 relative & 3 personal references) you have known for at least 1 year which pertain to your desired involvement with CORRAL. **Reference #1** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Reference #2** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reference #3** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Reference #4** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**GIRLS 101 Virtual Training Instructions*** After filling out an application during volunteer training for the education team your next step is to watch GIRLS 101 Training
* Fill out the Girls Form and References (if you did not do so at Volunteer 101 Training) attached right before this page
* The GIRLS 101 class is a pre-recorded video
* Each participant must watch the video in its entirety
* Use THIS LINK to log your hours for watching the Girls 101 training.

**Here is a link to the class:** [**GIRLS 101**](https://youtu.be/o-wUB9aG75I)If you are taking GIRLS 101 in order to be a tutor, reach out to shera.everette@corralriding.org, if you are taking GIRLS 101 to be an equine specialist, you can now take move onto your next step and start your horse training with HORSES 101 & 201! (See directions for horse training path on the following page.)**HORSES 101 Virtual & HORSES 201 In-person Training Instructions**Thank you for attending our Volunteer 101 Training. Welcome to our CORRAL volunteer family! You have chosen to join the Neuse River Equine Team in Raleigh. Your first step on the Equine Team is to complete the virtual horses 101 training.**Here are the steps to take the Horses 101 Virtual class:** 1. Go to [www.edpuzzle.com](http://www.edpuzzle.com/)2. Click 'Sign Up', 3. Click "I'm a Student"4. Sign up through google, if you have a google account, or just use an email/ password you'd like.5. When it asks for the Class Code, use: osuhocf 6. Click 'Join Class'7. Click and watch videos, starting at the bottom, "101.01 Intro/ Mission Statement"  |

You use the information provided below to log into Ed Puzzle and you watch all the videos in the series. You can complete the training series as quickly or as slow as you want. Whatever fits into your schedule.

* Log your hours for Horses 101: After completing all the videos in the Horses 101 training, use [THIS LINK](https://corralriding.secure.force.com/VolunteerNew/GW_Volunteers__PersonalSiteReportHours) to log your volunteer hours for completing your Horses 101 training. On the volunteer jobs drop down menu click on Horses 101 (Virtual Training) and log yourself for the time it took to complete the training. (It should take about 1.5 hours.)
* Sign up for Horses 201: Use [THIS](https://corralriding.secure.force.com/VolunteerNew/GW_Volunteers__VolunteersJobListingFS?Calendar=1&volunteerShiftId=a0P3m00000c8jopEAA&jobId=a0O2G00000NVTkiUAH&dtMonthFilter=2021-12-3%2017:30:0) link to choose the next Horses 201 Training
* After you have completed Horses 201, Lauren and her team will get you started with a schedule for shadowing with an experienced volunteer from the equine team, so you can become comfortable with your role, whether feeding, assistant, or Equine Specialist.

Lauren Clements will be your Manager and is excited to get you started with her team. Her email is lauren.clements@corralriding.org if you have any future questions about the process.