



**Gallop  
NYC**  
Changing the Lives of New Yorkers with Disabilities

---

## Leadership & Job Skills Coordinator JOB DESCRIPTION

To apply, please send a cover letter and your resume to [bonnie.perry@gallopny.org](mailto:bonnie.perry@gallopny.org)

	<b>Guiding Questions and Principles</b>
Job Title	<ul style="list-style-type: none"><li>• Leadership &amp; Job Skills Coordinator</li></ul>
Organization Overview	<ul style="list-style-type: none"><li>• GallopNYC's vision is to become the premier therapeutic horseback riding center in New York City. Centered in that vision is people with disabilities will be employed through all levels of the organization. GallopNYC uses Therapeutic Horsemanship to expand opportunities and improve lives by creating harmonious bonds between our NYC community of people with disabilities and special needs and horses.</li></ul>
Role Summary & Purpose	<ul style="list-style-type: none"><li>• Develop a strong and meaningful support system at GallopNYC for people with disabilities. Those systems will allow them to learn job skills and to be successful working at GallopNYC and beyond. This role includes recruiting, training, mentoring, and program design.</li></ul>
Qualifications and Preferred Experience	<ul style="list-style-type: none"><li>• Experience successfully supporting people with disabilities at work</li><li>• Effective problem solving skills</li><li>• Ability to communicate effectively with individuals at all levels of the organization</li><li>• Strong customer service skills</li><li>• Excellent written and verbal communication skills</li><li>• Demonstrated mastery of GSuite</li><li>• Knowledge and understanding of Salesforce or similar CRM software</li></ul>

Responsibilities	<ul style="list-style-type: none"> <li>● Develop and implement job skills program recruitment, retention, and training strategies and policies</li> <li>● Recruit, train and mentor job coaches to staff program</li> <li>● Support the design and organization of staff orientations and trainings</li> <li>● Communicate with program participants to understand their goals and ambitions</li> <li>● Assist program participants to discover and overcome their personal barriers and set goals</li> <li>● Teach support staff how to recognize inefficiencies in the work environment and make appropriate accommodations</li> <li>● Coordinate with families of participants in job skills program as needed</li> <li>● Supervise scheduling of participants in our job skills program and the job coaches that support them to ensure adequate coverage</li> <li>● Assess the strengths of individuals and teach them to use those strengths effectively</li> <li>● Advise Directors on accommodations and supports needed for our job skills initiative to thrive</li> <li>● Address problems and concerns effectively and in ways that protect GallopNYC and our riders</li> <li>● Other duties assigned as needed</li> <li>● Identify, develop, coordinate and facilitate leadership curriculum for Job Skills participants and greater GallopNYC community.</li> </ul>
Leadership Pillars and Competencies	<ul style="list-style-type: none"> <li>● Creates an environment for professional, safe and appropriate behavior at all times</li> <li>● Alert to and encourages personal growth of staff</li> <li>● Shows initiative in supporting people with disabilities to be successful at employment</li> <li>● Respect for diversity</li> <li>● Committed to helping people and horses through therapeutic horsemanship</li> </ul>
Role Details	Part time, Hourly, Non-Exempt Posting Date: Aug 27, 2022 Hiring Manager: Program Director Reports To: Program Director Direct reports: Job Coaches

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.