

**Volunteer Teams:** RideAbility has implemented a volunteer team structure to organize and accomplish the annual workload. A team-leader is appointed on each team. Team members are not required to be active RideAbility members or volunteers, merely interested in the current and future operation of RideAbility. Teams report through team leaders to the Executive or Program Director as shown on the org chart. All teams will need executive approval of their plans/purchases. Teams can be as large (or small) as needed. If you are skilled in (or just interested) in any of the jobs listed below you might be the perfect volunteer to help out in that area! Read over this list, and see if there is anything you would like to help with. → **If interested, call Jeanie 507-356-8154**

**Development Team:** Creates and sends out a [newsletter](#) 3 times a year  
Contacts local area businesses for [support](#) in various projects and events  
Maintains [website](#)  
Coordinates [membership](#)  
Appoints a [historian](#) annually to create a picture book of RideAbility events  
Recruits [photographers](#)  
Plans and coordinates [fundraising events](#) (Fundraising/PR committee liaisons)  
Submits [United Way](#) applications  
Searches out and submits applications for other [grants](#)

**Facility Team:** Decides on an annual project for [facility improvement](#), and implements building it!  
Decides on an annual project for [direct class-time improvement](#) (for the kids)  
Determines [equipment needs for program](#) and brings them to the board for approval  
Ensures facility is [maintained and clean](#) – provides checklists for volunteers

**Horse Evaluation Team:** Coordinates and approves [horse-care](#) for RideAbility owned horses  
Visits all contacts regarding [horse donations](#) or horse volunteers, recommendations  
[Evaluates horses](#) for use in class  
Plans [horse-orientation](#) for each horse  
Creates and maintains [records for every horse](#) used/approved for RideAbility  
Finds volunteer horses annually, and [provides list of horses](#) to class-planning team

**Class planning Team:** Recruits students annually, and coordinates annual [class schedules](#)  
Submits [insurance](#) application annually  
Recruits class [instructors](#) and [class assistants](#)  
Provides [instructor training](#) opportunities  
Provides basic 5-week [curriculum](#) for RideAbility classes  
Provides [student-orientation](#) at an evaluation/goal-setting lesson  
Plans [Student Horse Show](#)  
Maintains a quick reference [contact list](#) of clients/phone&email

**Volunteer coordination Team:** [Recruits volunteers](#) annually (newspaper, radio, prior mailing list, etc.)  
Registers volunteers and creates annual [schedule of volunteers](#)  
Maintains a quick reference [contact list](#) of volunteers/phone&email  
Provides [volunteer training manual&packets](#)  
Provides [volunteer training tapes and DVDs](#)  
Provides [volunteer training sessions](#)  
Implements the RideAbility [volunteer certification](#) process  
Plans a [Volunteer Appreciation Night](#)

**Horse Exercise Team:** Provides opportunity for [horse leader training](#)  
Provides [horse specific training](#) and [special horse care](#) (grooming, massaging, etc.)  
Provides [volunteer opportunities](#) to help at the barn, with the horses, etc.