



**Thank you for your interest in Driving Magic, Inc. We have several volunteer opportunities at the farm, supporting lessons and workshops, and “behind the scenes” assisting us with running the business. Lessons and workshops are conducted on Mondays, Wednesdays, Saturdays and Sundays. Below is a list of roles for which Driving Magic needs volunteer support:**

Whether it's for an individual lesson or Magic Workshop, we need 3-4 assistants per student for the following jobs:

- ☀ **Carriage Driver** – must be at least 18 years old, requires a minimum of two years and 50 hours carriage driving experience with a variety of horses, ability to properly harness and hitch a horse using full collar harness, has knowledge of and can demonstrate proper harness fit and harness / vehicle safety checks, has the ability to handle two sets of reins
- ☀ **Horse handler** – must be at least 15 years old and have horse experience; demonstrate the ability to lead a horse, head a horse, and calm a horse. During carriage driving lessons, the horse handler heads the horse while it is stopped for mount/dismount and instruction; they are also responsible for handling the horse in the event of an emergency. For horse care lessons, this volunteer leads and assists students with properly grooming a horse.
- ☀ **Carriage groom/assistant** – must be at least 14 years old and rides in the carriage, assisting the student and reinforcing what the instructor is teaching; no specific experience required, just a love of people, observable comfort with people with disabilities, and a helping hand
- ☀ **Student assistant** -- helps with the mount/dismount process, assist with helmet fitting, and any general help students might need; must be at least 14 years old; no experience necessary.
- ☀ **Wheelchair assistant** – must be at least 14 years old; this volunteer will be trained in properly operating the wheelchair-accessible carriage lift and assists with the mount/dismount process for students in wheelchairs

And we need additional volunteers to support ground activities, including:

- ☀ **Safety lead** – this person must be at least 18 years old, CPR/First Aid certified and have a working cell phone.
- ☀ **Arts & Crafts** – lead and assist students with arts & crafts projects at Magic Workshops; volunteers younger than 14 can work in this area but must be accompanied by parent or guardian.
- ☀ **Ground support** – must be at least 14 years old; ground support volunteers work in the arena or on the trails to assist with lesson support, games, scavenger hunts, etc. from the ground.

Beyond specific lesson / workshop support, Driving Magic is always in need of volunteers who can assist with mailings, special events, fundraising, marketing and communication, program administration, and scheduling volunteers and students. These volunteer assignments can typically be completed on the schedule and at the location desired by the volunteer. And we need “horse buddies” who can visit and condition horses on non-lesson days – horse buddies must have a minimum of 10 years of horse experience and/or horse ownership or have volunteered with Driving Magic, Inc. for a minimum of 25 hours.

All volunteers are required to complete the attached forms – please email to [drivingmagicinc@aol.com](mailto:drivingmagicinc@aol.com), mail to Driving Magic, Inc., P.O. Box 279, Duluth, GA 30096 or bring with you the first day you volunteer. We can also email our Policies & Procedures and an Orientation Manual to you in advance. Please call us at 404.358.4129 or see our website at [www.drivingmagicinc.org](http://www.drivingmagicinc.org) for more information.

### **Forms Required for Volunteers (Attached)**

1. Volunteer / Staff Information Form and Health History
2. Authorization for Emergency Medical Treatment
3. Release & Indemnification Agreement