

How to Become a Recreation Contract Instructor



Innisfil

Leisure Services Department

11/27/2017

How to Become a Recreation Contract Instructor

This document is your resource for information on our Recreation Contract Instructor program. Instructors will also learn how to apply to become a Recreation Contract Instructor with the Town of Innisfil.

Become a Recreation Contract Instructor

The Town of Innisfil Leisure Services Department is currently seeking instructors to offer fun and exciting recreation programs. Our Department offers a wide variety of recreation programs to citizens of all ages. As a Recreation Contract Instructor you will enter into an independent Contractor Agreement with the Town of Innisfil.

What can the Town of Innisfil offer you as a Recreation Contract Instructor?

- The Town of Innisfil has great facilities. We offer gymnasiums, meeting rooms, athletic facilities and parks for Recreation programs.
- The Town of Innisfil will place your class description in our seasonal Recreation Guide. They are available online and updated four times throughout the year.
- The Town of Innisfil uses a technologically advanced computer registration system. The Active Net system allows us to maintain facility bookings for your classes and to process registrations in an efficient manner. Instructors have access to attendance reports and class lists and we maintain the database to provide participants main contacts from all classes. The system automatically reserves spots for waitlist participants when a cancellation in a class occurs. Participants can register through the Internet, in person, email, fax, or mail for classes and programs.
- We accept cash, cheques, all major credit cards, and Debit for program registrations.

How the Process Works

The process begins with the independent contract instructor “proposing” a course or activity. There is a form enclosed in this handbook that you will be instructed to complete when proposing a new program. The proposal is then submitted to the Town of Innisfil Programs Coordinator.

- The Programs Coordinator will review the proposal; assess the “content” of the program to determine its potential in meeting the Department’s visions and goals.
- A meeting will be arranged to discuss facility suitability, fee structure, course time frame, course descriptions, etc.
- Upon conclusion of the meetings, a formal written service agreement will be produced.
- Continuing Instructors will receive a new amendment to the existing contract for each new program session.
- A Recreation Program Instructor Manual will be sent out for all new Instructors upon signing their agreement.

How to Submit a Proposal

For your convenience you can find a proposal form online at <https://innisfil.ca/getFileByName/Program%20Proposal.pdf> Please complete the proposal and return it to the information provided below

- Two descriptions are required. The first one is a bio on you that can be used in the Recreation Guide. Also attach a resume that highlights your qualifications and provide copies of certificates (if applicable). The second is a written description used to promote your program to the public.
- You shall include your choices for dates of the program. Please do not leave this blank. This is important when determining facility availability to host your program.
- You must calculate your hourly rate. Please contact the Program Coordinator for assistance.
- Proposals will not be accepted for programs which are similar to our programs currently offered (please review the current Recreation Guide or visit us online at www.innisfil.ca/recreation-programs)

Submitting a Proposal does not guarantee that the class or activity will automatically be added to the Town of Innisfil Recreation Guide.

Items Required

- The Recreation Contract Instructors shall provide their full name, address, residence, telephone numbers, and email address to the Department.
- Once a Service agreement is offered, it is necessary for all Instructors involved in programs to obtain and provide the Department with a recent (within 1 year) copy of a "Vulnerable Sector Check". All positive police record checks are to be received and approved by the Supervisor of Programs & Facilities. This agreement is contingent upon a clear "Vulnerable Sector check" or approval by the Supervisor of Programs & Facilities.
- The Recreation Contract Instructors may be required to have completed a Standard First Aid/CPR course prior to the start of their program. Proof of certification may be required prior to the start of the program.

High Five Training

- The Town of Innisfil continues to provide quality assurance to the participants of Town recreation programs. The Town of Innisfil strives to follow the principles and guidelines put forth by the nationally recognized High Five standards.
- Instructors teaching a program for youth between the ages of 6 – 12 will be required to attend the High Five Principles of Healthy Childhood Development course.
- The Town offers this course several times throughout the year. Further training courses can be found on the High Five website at www.highfive.org.
- The cost of this training will be the responsibility of the instructor.

Additional Details...

Professional Conduct

Although Recreation Contract Instructors are not employees of the Town of Innisfil; they do represent the Town. To some participants, the instructor is the only representative of the Town, which they will be in contact with. Instructors must conduct themselves in a professional manner including; dressing and speaking professionally, and supporting policies.

Registration

All registration takes place through the Town of Innisfil. Instructors should NOT collect money. Participants who have not registered and paid for the course / activity may not participate until payment is received. We suggest that Instructors take attendance on an ongoing basis to ensure all participants are fully enrolled.

Advertising

Information regarding programs is published 4 times per year in our Recreation Guide. This guide is mailed to all residents in the Town of Innisfil. Additional copies of the Recreation Guide will be placed at the Town of Innisfil Libraries and Community Centres. All advertising done by a Recreation Contract Instructor to such a class must be represented as a Town of Innisfil program and contain a Town logo; as approved by the Program Coordinator.

Rosters

All Instructors should have an updated roster and attendance sheets can be downloaded from the Active Innisfil website.

Facilities

The Leisure Services Department will work to suit everyone's needs; however, occasionally not all needs can be met due to facility suitability, availability, course time frames, etc. The Town of Innisfil reserves the right to make changes and adjustments to facility assignments before and during any session.

Set Ups

The Instructor is responsible for any setup and takedown of equipment required for the program. The time needed for setup, takedown and travel to the location will be outside of the allotted time for the program and no further payment shall be made. The Recreation Contract Instructor is responsible to leave the facility in the same and / or better condition than was found.

If you require further information or assistance completing the Recreation Program Proposal form please contact Jodi Longland, Program Coordinator at 705-436-3740 ext. 4310 or email jlongland@innisfil.ca



Leisure Services Department

Recreation Program Proposals

We are always interested in your skills and program ideas. To run a program for the Town of Innisfil Parks, Recreation & Facilities Department individuals must meet the following qualifications:

1. Experience in working with participants for the specific program
2. Commitment to provide services within the policies and practices for the Town of Innisfil Leisure Services Department
3. Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious, sexual orientations and generational backgrounds
4. Able to produce a valid First Aid & CPR certificate
5. Submit a Vulnerable Sector Check

All program leaders are accountable to the following standards:

1. All programs enroll and maintain a minimum number of participants appropriate to the type of program.
2. All recreation programs have lesson plans
3. All Leisure Services Program participants (adults, youth, and children) uphold safety rules and guidelines to ensure the environment is safe for everyone.

1. Instructor Contact Information

Name:	Email:
Daytime Telephone:	Evening Telephone:
Cell #:	
Address:	

2. Instructor Write Up – Please provide a written paragraph, also attach a resume and copies of qualifications

3. Program Title & Description

4. Program Planning – Please attach a sample lesson plan

5. Facility Requirements – list your space needs including electrical, tables, chairs, equipment, etc...

6. Program Schedule – List your preferred meeting days and times (dependent upon the availability of facilities), the program length (e.g. 1 hour) and the duration (e.g. 4 weeks)

Location:	Day of the Week:	Duration:
Start Time:	End Time:	Hourly Rate:
Minimum # of Participants:		Max # of Participants:

Please submit your program proposal to Jodi Longland, Program Coordinator via email at jlongland@innisfil.ca or via fax at (705) 436-7120