



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 Leisure Services 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 cleared 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 Service 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