

HOW TO BECOME A
RECREATION
PROGRAM
INSTRUCTOR

Township of Ramara

*Ramara Recreation
October 2014*

HOW TO BECOME A RECREATION CONTRACT INSTRUCTOR

This document is your resource for information on our Recreation Contract Instructor program and how to apply to become a Recreation Contract Instructor with the Township of Ramara.

BECOME A RECREATION CONTRACT INSTRUCTOR

The Township of Ramara Recreation Department seeks instructors on an ongoing basis to offer fun and exciting recreation programs for our residents. Our department offers a wide variety of recreation programs to citizens of all ages. As a Recreation Contract Instructor you will enter into a Contractor Agreement with the Township of Ramara.

WHAT CAN THE TOWNSHIP OF RAMARA OFFER YOU AS A CONTRACT INSTRUCTOR?

- A place to instruct your program. Whether it's at our main site of the Ramara Centre, one of the local schools we have joint use agreements with or other satellite locations we have secured agreements with, we will find a suitable place to hold your program.
- Advertising your program in our seasonal recreation guide which is direct mailed by Canada Post to over 5000 homes in Ramara and posted on our website www.ramara.ca
- Registration for your program in a number of ways. Program registrants can register at the Brechin Township office, at the Ramara Centre or using our technologically advanced online registration system Maximum Solutions. The Ramara site can be found at www.maxsolutionsonline.com/ramara .
- Our office handles all payments and registrations for the program.

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 must complete when proposing a new program. The proposal is then submitted to the Township of Ramara Recreation department.

- Recreation staff will review the proposal and assess the content of the program to determine its potential in meeting our visions, goals and target market.
- A meeting will be arranged to discuss facility suitability, fee structure, course time frame, course descriptions, etc.
- Once all factors have been considered and the proposed program fits with our goals for the department, a formal service agreement will be produced.
- Continuing instructors will receive a new amendment to the existing contract for each new program session.

HOW TO SUBMIT A PROPOSAL

Proposal forms can be found online at the Township website at www.ramara.ca (Forms) or available by request by email to recreation@ramara.ca or in person at the Ramara Centre. Please complete the proposal and return it to Recreation staff. Please keep in mind the following information:

1. Please provide a current resume that highlights your professional qualifications and provide copies of certificates (if applicable) for our files.
2. Include choices of dates for your programs. This is important in determining facility availability to host the program.
3. Proposals will not be accepted for programs which are similar to our programs currently offered. However, contact information from these similar proposals will be kept on file for future needs.

***Submitting a proposal does NOT guarantee that the class or activity will be automatically added to the list of programs for the Township of Ramara. ***

ITEMS REQUIRED

- ✓ Recreation Contract Instructors must provide their full name, address, telephone and email addresses.
- ✓ Once a Service Agreement is offered, it is necessary for all instructors to obtain and provide the Department with a recent (within 1 year) copy of a Criminal Reference Check. Any positive record checks are to be received and approved by the Community Recreation Coordinator in consultation with the Human Resources. Please note- This agreement is contingent upon a clear record check or approval in writing by Human Resources.
- ✓ Recreation Contract Instructors may be required to have completed a Standard First Aid / CPR course prior to the start of the program. The Community Recreation Coordinator will determine what courses require this certification prior to completion of the Service Agreement.

ADDITIONAL DETAILS

Professional Conduct...

Although Recreation Contract Instructors are not employees of the Township of Ramara; they do represent the Township. To some participants, the instructor is the only frontline representative of the Township which they will be in contact with. Therefore instructors must conduct themselves in a professional manner including dressing and speaking professionally, and supporting the mandate of the Recreation department. Any inquiries should be directed to the Recreation department immediately.

Registration...

All registration takes place through the Township of Ramara. Instructors will never be asked to collect money or payment for any programs.

Advertising...

Information regarding programs is published in our Recreation Guides published and direct mailed 3 times per year to all households in Ramara Township. Additional copies are available at the Brechin Township office and the Ramara Centre as well as an online version at www.ramara.ca . Recreation Contract Instructors are encouraged to spread the word about their upcoming programs but all program registrations must be done through a Township registration office.

Rosters...

All Instructors will be provided with an updated roster on or before the first day of each session. Should additional participants register or participants leave the program, Recreation staff will update the instructors as soon as possible.

Facilities...

Recreation staff 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 Township of Ramara reserves the right to make changes and adjustments to facility assignments before and during any session.

Set Up and Take Down...

The Instructor is responsible for any set up and takedown of equipment as it relates to your program as agreed upon during your meeting with Recreation staff in determining suitability of your program. Recreation Contract Instructors are responsible to leave the facility in the same and/or better condition than was found.

If you require further information or assistance in completing your Recreation Program Proposal please contact the Recreation Staff.

Ramara Centre
Phone: 705-325-3091
Fax: 705-325-2744
Email: recreation@ramara.ca

Instructor Deadlines and Recreation Guide Deadlines – Please note these are approximate dates but will give you as a potential instructor a guide to submitting your proposals. Please contact Recreation Staff for specific deadlines for the season you are interested in.

	Fall	Winter	Spring
Proposal Submitted by	June 30 th	October 15 th	January 30 th
Contracts signed by	July 15 th	October 31 st	February 14 th
Distribution of Guide	2 nd week of August	1 st week of December	Mid- March
Programs Start	3 rd week of September	2 nd week of January	Mid- April
Programs End	End of November	3 rd week of March	2 nd week of June

RECREATION PROGRAM PROPOSALS

We are always interested in your skills and program ideas. To run a program for the Township of Ramara individuals must meet the following qualifications:

1. Experience in working with participants for the specific program
2. Commitment to provide services for the entire length of the proposed contract
3. Willingness to work with people of all abilities and backgrounds
4. Submission of a current resumé outlining professional qualifications (if applicable) and provision of copies of certificates (if applicable)
5. Submission of a Criminal Reference Check

The Township of Ramara is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the contract process. Please advise the Township Human Resources/ Township Clerk if you require any accommodations during this process to ensure that you can participate fully and equally during the recruitment and selection process.

INSTRUCTOR CONTACT INFORMATION

NAME	
ADDRESS	
TELEPHONE (1)	
TELEPHONE (2)	
EMAIL	

INSTRUCTOR INFORMATION – Please provide a written paragraph outlining your qualifications and indicate if a resume or certificate copies are attached.

AVAILABILITY – Please list your preferred meeting days and times (dependent on availability of facilities), the program length (e.g. 1 hour) and duration (# of sessions)

PREFERRED LOCATION						
AVAILABLE DAYS OF WEEK (circle)	Mon	Tues	Wed	Thurs	Fri	Sat
AVAILABLE TIMES						
PROGRAM LENGTH						
DURATION OF SESSION						
SEASON AVAILABILITY (circle any or all)	Fall	Winter			Spring	

REMUNERATION DETAILS

Minimum # of Participants	
Maximum # of Participants	
Hourly Rate requested	