

# How to Become a Contracted Recreation Program Instructor



Facilities and Recreation Services Department  
The Corporation of the Township of Wilmot

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## **How to Become a Contracted Recreation Program Instructor**

This Document has been designed as a resource for our Instructor program. Instructors will also learn how to apply to become a Contracted Recreation Program Instructor for the Township of Wilmot.

The Township of Wilmot is always seeking instructors to offer fun and exciting recreational opportunities for seniors, adults, children and youth. Our Department offers a variety of recreation, education and leisure programs to the community, and aims at providing something for everyone. As a Contracted Recreation Program Instructor you will enter into an independent contract with the Township of Wilmot on a seasonal basis.

## **What can the Township of Wilmot Offer you as a Contracted Recreation Program Instructor?**

- The Township of Wilmot can offer you a state-of-the-art facility at the Wilmot Recreation Complex. We offer a Dryland Training Room, meeting rooms, multi-purpose rooms, a walking/running track, Community Centre and Kitchen facilities.
- The Township of Wilmot will place your program description in the semi-annual Recreation Guide. They are available online and are updated twice a year.
- The Township of Wilmot uses a technological advanced computer registration system. The ActiveNET system allows us to maintain facility bookings for all programs and to process the registrations in an effective manner. Instructors will receive attendance sheets at the beginning of the program, and will receive up-to-date attendance sheets if there are changes to the participants. The system allows for online and in-person registration, and has an automatic reservation component, which will automatically reserve spots for waitlist participants when there is flocculation with program participants.
- We accept cash, cheques, Visa, Mastercard and Debit for program registration.

## **How the Process Works**

The process begins with the independent contract instructor 'proposing' a program, course or activity. There is a Recreation Program Proposal application enclosed in this package that you will be instructed to complete when proposing your program. The proposal is then submitted to the Supervisor or Recreation Programming.

- The Supervisor or Recreation Programming will review the proposal and assess the program and how it corresponds with the Departments standards for recreation, education and leisure programming.
- If approved, a meeting will be arranged to discuss the facility availability, fee structure, course time frame and course description.
- Upon the conclusion of the meetings, a formal written service agreement will be produced to the Contracted Recreation Program Instructor, who will then read over the agreement, sign and return it.
- Continuing Contracted Recreation Program Instructors will receive an updated contract prior to each new programming session should the previous session be deemed successful.
- A Recreation Program Package will be sent out for all new Instructors upon their signing agreement.

## **How to Submit a Recreation Proposal**

### **Requirements**

- The Contracted Recreation Program Instructor shall provide their full name, address, residence, telephone numbers and email address to the Department.
- Once a service agreement/contract is offered, it is necessary for all Instructors involved in programs to obtain and provide the Department with a recent (within 6 months) copy of "Criminal Records Check" and/or "Vulnerable Sectors Check" if you are working with youth or seniors. All positive police record checks are to be received

and approved by the Supervisor or Recreation Programming and their direct Supervisor. This agreement is contingent upon a clear police records check or approval by the Supervisor or Recreation Programming and their direct Supervisor.

- The Contracted Recreation Program Instructor 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.
- All Contracted Recreation Program Instructors offering Fitness Courses are require to provide proof of insurance *prior* to the start of the program.

### **Responsibilities:**

- Provides direct supervision to children, youth, adults, seniors or families participants and guidance to any youth volunteers.
- Ensures the safety and enjoyment of participants through supervision, communication and enforcement of rules.
- Plans, participates and facilitates age & stage activities for their programs
- Adheres to the sessional program plan provide by the CRPI at the beginning of the session
- Completes attendance
- Addresses issues or complaints raised by participants and/or their parent or guardian and reports any issues or complaints to the Supervisor of Recreational Programming at your earliest convenience
- Ensures facilities and equipment are maintained and ready for use upon program time.
- Identifies and reports any safety hazards or damages to the facility or equipment to the Supervisor of Recreational Programming immediately.
- Responds to the needs of participants as needed.
- Communicates and interacts with Township of Wilmot staff, volunteers, program participants, and parents/guardians on a regular basis
- Completes a variety of reports and maintains various participant related form/records.
- Other duties as assigned related to programs

## **Additional Information**

### ***Professional Conduct***

Although Contracted Recreation Program Instructors are not employees of the Township of Wilmot; they do represent the Township. To some participants, the instructor may be the only representative of the Township whom they will be in contact with. Instructors *must* conduct themselves in a professional manner including, dressing, speaking professional and supporting of policies of the Township of Wilmot.

### ***Dress Code***

CRPI's can choose from the following options for their attire;

#### **Fitness Instructors**

- Name Tag
- Plain workout gear of any colour; Please no company branded attire unless the Township of Wilmot has hired your company/business to conduct the programs
- Sports shorts, an appropriate short length is two to four inches above the knee
- yoga pants or sweatpants
- Running Shoes to be worn at all times for fitness classes

#### **Non-Fitness Instructors**

- Name Tag
- Plain shirts, sweaters and/or jackets with no company branding unless the township of Wilmot has hired your company/business to conduct the programs
- Appropriate length shorts and/ or skirts, no more than 4 inches above the knee
- Appropriate footwear in the event of having to leave the facility quickly

All clothing must be appropriate and refrain from inappropriate wording and pictures on all t-shirts, sweaters, pants and shorts. If the Dress Code is not met, CRPI's will be asked to go home and change.

### ***Registration***

All course registration is processed by Township of Wilmot. Instructors are NOT to collect any money. Participants who have not registered and paid for the program/course may not participate until payment has been received. We require attendance to be taken at the beginning of every class to ensure all participants are fully enrolled.

### ***Instructor Fees and Invoicing***

The Instructor fee is based upon several factors including, the competitive rate of similar program instructors, the level of experience and the qualifications and certifications that a Contracted Recreation Program Instructor retains. The Instructor fees can be discussed at the Program Proposal meeting.

Invoices are submitted on the first of each month and are submitted via email to [payables@wilmot.ca](mailto:payables@wilmot.ca) and cc'd to [Lacey.smith@wilmot.ca](mailto:Lacey.smith@wilmot.ca) . Invoices must contain the Contracted Recreation Program Instructor's full name and address, the billing party of the Township of Wilmot, the name of the course, location and date for each class & programming being invoiced. A sample invoice will be provided upon the completion of the hiring process.

### ***Programs Fees***

Programming fees for participants are based on a Cost Recovery Model. There are a minimum and maximum number of participants for each course. If the minimum course requirement number is not reached the course will be cancelled (See Course Cancellation section below).

## ***Advertising***

Information regarding program is published twice a year in the Recreation Guide, and is always available online at RecWEB, on the Township's Website ([www.wilmot.ca](http://www.wilmot.ca) ). This guide is mailed out to every household in Wilmot Township, and available at the Wilmot Recreation Complex, the Township Administrative Complex, and the libraries throughout the Township. All advertising done by a Contracted Recreation Program Instructor for such a class must be represented as a Township of Wilmot program and contain a Township logo; as approved by the Supervisor of Recreation Programming *prior* to being published online or in print.

## ***Attendance Sheets***

All Instructors will be provided with an updated roster at the beginning of the programming session. Any changes to participant numbers will result in a new Attendance sheet being printed for the instructor. We require attendance to be completed for each class in the session. Attendance sheets *must* remain in the building in which your program is being offered. Specific details will be provided to you upon your confirmed program location.

## ***Course Cancellations***

All Programs are based on a Cost Recovery Model, and if minimum registration requirements are not met, the course will be cancelled. All Contracted Recreation Program Instructors will be informed no later than *one week* prior to the program start date if the course is to be cancelled.

## ***Facilities***

The Facilities and Recreation Services Department will work to suit the needs of the program; however, occasionally not all needs can be met due to facility availability, course time frame etc. The Township of Wilmot reserves the rights to make changes and adjustments to facility assignments before and during any session.

### ***Set-Up, Take Down & Clean Up***

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 Contracted Recreation Program Instructor is responsible to leave the facility in the same and/or better condition than it was found.

If you require further information or assistance regarding for the completion of the Recreation Program Proposal please contact Lacey Smith, Supervisor of Recreation Programming at 519-634-9225 ext. 361 or email [lacey.smith@wilmot.ca](mailto:lacey.smith@wilmot.ca)



## **Recreation Program Proposal**

The Township of Wilmot is always looking for ways to expand the recreation, sport and leisure programs offered by the Township of Wilmot. If you would like to teach a program, or have a great idea for a new program, please read and fill out the following program proposal.

### **Program Information**

Program areas should reflect the needs and wants of the residents within the Township of Wilmot. In general we are interested in program proposals that focus specifically on the following areas of programming:

1. Leadership Development
2. Personal Development
3. Arts and Cultural Activities
4. Sports and Recreation

### **Staffing Criteria**

To run a program for the Township of Wilmot's Facilities and Recreation Services Department, all individuals must:

1. Have experience working with the specific target market for your proposed program.
2. Possess a specified standard of knowledge and certifications in your program area.
3. Have a strong commitment to providing recreational programs and services for the residents of Wilmot and all surrounding areas.
4. Guarantee to provide services that meet the policies and procedures outlined by the Township of Wilmot.
5. Provide commitment and continued availability to your program.
6. Maintain a high level of expertise and above average customer service skills.
7. Have proven ability to work with people from a diverse population including ethnic backgrounds, socioeconomic, education, religion, sexual orientations and generational backgrounds.
8. Be able to manage stress and adapt to a fast-paced recreational work environment.
9. Be familiar with the Township of Wilmot.
10. Provide proof of liability insurance.
11. Provide a copy of your current Police and Vulnerable Sector Check.
12. Complete Township's required Training in Accessibility for Ontarians with Disabilities Act (2012).
13. Must maintain Standard First Aid and CPR-C within 6 months of contracted employment.

## **Program Standards**

The Township of Wilmot offers programs Monday-Saturday, between 5:00pm- and 10:00pm, with a select few running during the day between the hours of 9:00am and 4:00pm. Programs may run once, or twice a week on a seasonal basis, therefore having 4 sessions per calendar year. During the Fall, Winter and Spring sessions, programs are in 6, 8 or 10 weeks duration; and run in accordance with the Aquatics schedule. Summer programming can be provided on a weekly and daily basis. The provision of programs is negotiable in terms of the day, time and frequency, however there must be continuity in the level of service (i.e. same timeslot each week).

All Contracted Recreation Program Instructors are responsible for incorporating the following programming standards into every program design;

1. All programs must retain a minimum number of participants as decided on by the Township of Wilmot, in order for the program to run to ensure a cost recovery model. Therefore, please include a minimum and maximum number of participants in the program proposal.
2. All recreational program proposals must include a clear plan, identifying program goals and objectives, and include weekly lesson plans and all other specialty considerations (i.e. guest facilitators and/or field trips).
3. All child and youth programming should incorporate the High Five Principles in the program design. (Please contact our Programming Assistant, Lacey Smith for more information and on the High Five Program).
4. Programming proposals must be accommodating to all persons regardless of abilities and backgrounds. All programs need to provide opportunities for meaningful interactions between participants. Standards must comply with The Accessibility for Ontarians with Disabilities Act (AODA).
5. To ensure that all recreational program participants, (including adults, young adults and youth), understand, practice and uphold our policies and procedures for a safe recreational environment for all.



