



***HOW TO BECOME A
RECREATION CONTRACT
INSTRUCTOR***

TOWNSHIP OF ORO-MEDONTE

September 2015

How to Become a Recreation Contract Instructor

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

Become a Recreation Contract Instructor

The Township of Oro-Medonte Recreation & Community Services Department seeks instructors on an ongoing basis 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 Contractor Agreement with the Township of Oro-Medonte.

What can the Township of Oro-Medonte offer you as a Recreation Contract Instructor?

- A place to instruct your program in The Township of Oro-Medonte. Whether it's at our main site at the Oro-Medonte Community Centre, one of the local schools we have joint use agreements with or other satellite locations, we will find a suitable place to hold your program.
- Advertising your program in our seasonal Community Information Brochure in the "PLAY" section relating to the Recreation Dept. These are mailed to approximately 10,000 homes in Oro-Medonte, available online, at the Community arena & Community Halls, Administration Building, and are updated four times throughout the year.
- Instructors receive attendance reports and we maintain the database to provide participants main contacts from all classes.
- Participants can register through our technologically advanced online registration system Max Solutions at <http://www.maxsolutionsonline.com/oromedonte> , in person, email, fax, mail or use our 24 hour drop box at the Administration Bldg. for classes and programs.
- Our office accepts cash, cheques, Visa, MasterCard, 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 must complete when proposing a new program. The proposal is then submitted to the Township of Oro-Medonte Coordinator, Community Recreation.

- The Coordinator, Community Recreation will review the proposal and 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.
- Once all factors have been considered and the proposed program fits with our goals for the department, a formal written contract 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

Proposal forms can be found online on the Township website at www.oro-medonte.ca or available by request by emailing recreation@oro-medonte.ca or in person at the Administration Building. Please complete the proposal and return it to the Coordinator, Community Recreation:

1. Please provide a current Resume that highlights your professional qualifications and provide copies of certificates (if applicable) for our files. And a draft written description used to promote your program to the public.
2. Include your choices for dates of the program. This is important when determining facility availability to host your program.
4. 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 automatically be added to the Township of Oro-Medonte Community Brochure. *****

Items Required

- The 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 Record Check”. Any positive police record checks are to be received and approved by the Coordinator, Community Recreation in consultation with the Human Resources. Please note - This agreement is contingent upon a clear record check or approval in writing by Human Resources.
- The Recreation Contract Instructors may be required to have completed a Standard First Aid/CPR course prior to the start of their program. The Coordinator, Community Recreation 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 Oro-Medonte; 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 Oro-Medonte. Instructors will never be asked to collect money or payment for any programs. 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.

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

	Winter	Spring	Summer	Fall
Proposal submitted by	Early September	Early December	Early March	Early June
Contracts signed by	Early January	Early April	Early July	Early October
Distribution of guide	November end	February end	May end	August end
Programs start	Mid January	Mid April	Mid July	Mid Sept
Programs end	March end	June end	September end	December end

Advertising

Information regarding programs is published 4 times per year in our Community Information Brochure. This brochure is mailed direct through Canada Post to all residents in the Township of Oro-Medonte. Additional copies are placed at the Township of Oro-Medonte Administration Building and Community Centre as well as an online version at www.oro-medonte.ca.

Recreation Contract Instructors are encouraged to spread the word about their upcoming programs but all program registrations must be done through the Township registration office.

Rosters

All Instructors will be provided an updated roster on or before the first day of each session along with a copy of the school permit (if applicable) showing any class exemption dates to share with the participants. Should additional participants register or participants leave the program, Recreation staff will update the instructors as soon as possible.

Facilities

The Recreation & Community 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 Township of Oro-Medonte 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 as it relates to your program as agreed upon during your meeting with Recreation staff in determining suitability of your program. The Recreation Contract Instructors are responsible to leave the facility in the same and / or better condition than was found.

Risk Management

All instructors will review and complete all Health & Safety training as required by the Township of Oro-Medonte. Instructors will use due diligence to ensure registrants are able to participate in the program being taught without injury and discuss any health issues noted on the registration forms prior to the first class.

If you require further information or assistance completing the Recreation Program Proposal form please contact the Coordinator, Community Recreation at 705-487-2171.