

WHY TEACH A CLASS FOR VAN BUREN TOWNSHIP PARKS AND RECREATION DEPARTMENT?

Van Buren Township Parks & Recreation Department's main concentration is providing our community of all ages and abilities quality recreational opportunities in a fun and safe environment. Programs that are offered to the community focus on health and wellness, social interaction, team building skills, as well as personal/professional/cultural enhancement. Hiring qualified instructors enables us to provide the highest standards we strive for when offering these programs.

Points of Interest to Instruct for Van Buren Township:

- You get paid to teach what you enjoy! Van Buren Township pays you 60% of the class revenue. Compensation is paid in installments on regular scheduled periods (the Friday following the week of a Township Board Meeting). Payments will be delivered by the U.S. Postal Service unless other delivery arrangements are made with the Director of Recreation and put in writing. In the event you are unable to teach any portion of your assignment, the proportionate amount of your wages will be deducted.
- No need to worry about registering participants for your class. The Recreation Department will do the work for you. Prior to each new session the recreation staff will provide you with a class schedule.
- Van Buren Township Recreation Department will provide advertisement for your class in the semi-annual recreation brochure; as well as develop flyers which are distributed to the local schools. Instructors are permitted to design and implement their own flyer for the program with the Director's approval. All flyers must contain the correct verbiage which has been approved by the Board of Trustees. Other forms of advertisement provided by Van Buren Township are incorporating your program on the local cable channel and Township Website.
- Van Buren Township is a growing community that thrives for recreational opportunities. New ideas are greatly appreciated but traditional classes are still just as popular. The Recreation Department is open to various ideas and value "out of the box thinking."

Requirements for Class Proposal

Individuals interested in teaching a class for Van Buren Township Parks and Recreation Department must submit a Class Proposal and Instructor Information Form (forms attached).

The information listed below explains the content of the proposal form. Your class proposal will be evaluated by the Director of Recreation and recreation staff based on interest of the community. Following the evaluation process and class approval, you will be contacted for an interview. Submitting a proposal does not guarantee automatic agreement of the class. Classes similar in content to current programs and classes will most likely not be considered.

Class Title

Please list an appropriate title for your class that concisely and accurately represents your class. If your course is a beginning or advanced level please indicate that in the title. Class titles can be cut and dry or creative just as long as it's clear to participants what the class is about at first glance.

Detailed Course Description

This is a brief description (limit to about 35 words) about your class. Describe what your students will learn and make your description as interesting as possible! If you need some ideas look at other class descriptions in our recreation brochure. Since you are the instructor of the program/class it is required for you to present the course description. The recreation department is not required to create the course concept. If students will need to bring or wear certain items to class, make sure to include this in your description, as well if they must have previous experience in the subject to take the class. Van Buren Township reserves the right to edit descriptions. You will have the opportunity to refine your class description prior to submission to the recreation brochure if your class is approved.

Class Fee

Fees for program and classes must be determined by the instructor however, the Director has the right to approve the final cost. Fees can be determined by comparing with other similar recreation departments that offer similar classes. You can also look in the current recreation brochure to view how recreation classes are charged. Figure how much you would like to make an hour, figure your time for implementation and instruction. Keep in mind you will keep 60% of class revenue 40% goes to the Recreation Department to cover administrative, facility, overhead and marketing costs. Additionally, Van Buren Township will add \$15 non-resident fee to class costs. You do not need to add this in your proposal.

Facilities

Instructors should indicate the type of space required or preferred for their class. You may walk through our building to see what classroom would be efficient for your proposed class. This will give us an idea of what size room you will need. We are limited on class space but will try our best to accommodate your request. Also, due to our limited space your class may be asked to switch rooms if a special event or emergency arises. Advanced notification will be given if time is allotted.

Once room assignments are finalized for your class, you will be asked to submit a room diagram so our building staff can set up your room according to your needs.

Van Buren Township provides the following equipment: tables, chairs, white dry boards, dry markers/erasers. TV/VCR/DVD and projector request must be made in advance due to limited availability of these items. The recreation staff can make copies for your class but must be requested prior to start of class. The copier is not in use after 5:00p.m. Other items such as pencils and paper can be provided by Van Buren Township with prior notification.

Class Scheduling

Complete the class scheduling information based on when you would prefer to teach the class and we will do our best to accommodate your request. Due to limited facilities and high demand, it is helpful for you to include alternate days and times for your class.

Priority is given to on-going and returning instructors. Upon approval of a class proposal, instructors will be asked to submit the exact class dates they will offer their class, including dates that the class will not be meeting due to holidays, instructor absence, etc.

Van Buren Township offices are closed and classes will not be offered on the holidays listed below:

- New Year's Eve Day
- New Year's Day
- Memorial Day
- Good Friday (morning only)
- Easter Sunday
- July 4th
- Labor Day
- Veteran's Day (morning only)
- Thanksgiving Day and day after
- Christmas Day (recommended to end classes prior to week of Christmas)

Recreation Brochure

The recreation brochure is published twice a year. Listed below are the months for each brochure and when information is due.

Fall/Winter: Covers September- Early April
Spring/Summer: Covers Late April-August

	<u>Fall/Winter Schedule</u>	<u>Spring/Summer Schedule</u>
New Class Proposals Due	Last week in June	Last week in January
Class Information Due	Last week in July	Last week in February
Registration Begins	Last week in August	Last week in March
Classes Begin	(Fall) Third week of September (Winter) Third week of January	(Spring) Third week of April (Summer) Third week of June

Contract Instructor Information

In addition to submitting a Class Proposal, you are required to complete the Contract Instructor Information Form and return it with the proposal. An updated resume and three references are required with proposal.

Once the completed class proposal, information sheet and resume have been turned into the Director of Recreation, all information will be reviewed. Once reviewed, the Director will contact you regarding the proposal. Approved classes will then be asked at a later date to submit final class descriptions, session dates, class times, etc. via e-mail. If you do not currently have an e-mail account, it is highly encouraged that you open one since “time is of the essence.” All parties concerned are very busy and working with e-mail aids in getting all information in on a timely manner.

New instructors will be asked to fill out a Charter Township of Van Buren Job Application, a W-9 Form and an Instructor Contract once the proposal has been approved.

Questions regarding class proposals should be directed to the Director at (734) 699-8921.

CLASS PROPOSAL

Please Print Clearly

Class Title: _____

Level: Beg. _____ Int. _____ Adv. _____

Instructor: _____ **Best Phone#:** _____

Class Description (35 words or less):

Participant Ages: _____ **Number of Participants:** Min _____ Max _____

Class Scheduling Preferences

- 1. Class Meets:**
- One day workshop
 - Once a week for _____ (list # of weeks)
 - Twice a week for _____ (list # of weeks)
 - Other: _____

2.) Length of class: _____ hours **3.) Dates:** _____

4.) Day of class (number your choices 1-3 with #1 being your first choice)

Sun _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

5.) Time: _____ a.m./p.m. to _____ a.m./p.m.

6.) Interested Brochure Season:

Fall/Winter

Spring/Summer

Class Fee: \$_____ per person (\$15 added to Non-Residents)

Material Fee: \$_____ per person, paid to instructor for class supplies not included in class fee.

Facility

Check a room that would best fit your class needs (if not sure leave blank)

- Gymnasium
- Multi-Purpose
- Senior Dining Hall
- Senior Lounge
- Senior Craft Room
- Otisville Meeting Room

ROOM NAME	DIMENSION	HOLDS WITH TABLES/CHAIRS	ONLY CHAIRS
Gymnasium	81.5' X 78.10'	400	600
Multi-Purpose	321/2' X 40.10'	30-40	60
Craft	19.10' X 51.3'	30-40	60
Dining Hall	73' X 40'	120	160
Otisville/Sheldon	58.4' X 27.4'	30 tables 4 per table	130
Sheldon	29.2' X 13.7'	15 tables 4 per table	60
Otisville	29.2' X 13.7'	15 tables 4 per table	60

List any special requirements or equipment you will need in a room, such as a sink, dry erase board, carpet or tile flooring etc. If you have no special needs, write N/A:

Please provide a diagram or description of class set-up once your proposal has been approved.

CONTRACT INSTRUCTOR INFORMATION

Please Print Clearly

Name: _____ E-Mail: _____

Drivers License #: _____ A background check is required for all VBT employees

Address: _____ City: _____ Zip: _____

Phone# Day: _____ Evening: _____

Subject interested in teaching: _____
Education, training and/or certificates related to subject:

Experience related to subject (paid or volunteer) :

Job Title: _____ Employer: _____

Duties: _____

Dates of position: _____ to _____ Supervisor: _____

Supervisor's Title: _____ Supervisor's Phone#: _____

Job Title: _____ Employer: _____

Duties: _____

Dates of position: _____ to _____ Supervisor: _____

Supervisor's Title: _____ Supervisor's Phone#: _____

References (please do not list relatives)

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

Signature: _____

Date: _____

The above information is true to the best of my ability.