

INSTRUCTOR APPLICATION FAQs

1. How do I become a class instructor?

Interested instructors must complete and submit an application along with required attachments. Applications will be reviewed by recreation staff, and interviews will be held with applicants whose applications are approved. We desire new ideas and programs so if you have that expertise, let us know!

2. What are the timelines for submitting my application?

If you would like to teach in:

Fall / Winter (September through March)

Spring / Summer (April through August)

Please submit your application:

Before May 1st

Before December 1st

3. How are instructors paid?

Instructors are paid at the conclusion of each session at a percentage of the net registration fees. Monthly payments can be accommodated if desired.

4. What days of the week can I instruct?

In addition to the 8 community centers, our department has access to city parks and to some school facilities. Courses can be offered over a wide range of hours any time of day throughout the week. The class or workshop may be for an hour on one day only, or one day per week for a 4-week session, etc.

5. How much will the class cost participants?

We determine the class fee based on a formula that will reflect the cost of the instructor's fee, supplies, and indirect costs.

6. Are class instructors classified as City of Chesapeake Employees?

No. An instructor is classified as an Independent Contractor, which is not an employee of the City, meaning the contractor is responsible for his/her own taxes and insurance. The Department actively recruits for a specific program and also considers ideas from potential contractors. The goal of the Department is to contract with highly qualified and motivated individuals who will increase the success, diversity and quality of the programs. Therefore, the Department screens contractors carefully. All contractors must submit to a state and federal background check.

INSTRUCTOR APPLICATION & INFORMATION

Please answer all questions.

Thank you for your interest in instructing a class for the City of Chesapeake Parks, Recreation and Tourism Department! Please review all information, then complete and submit the Application along with any requested attachments before the following deadline(s) to the Administrative Office below. Application and attachments may be dropped off in person, mailed or emailed.

If you would like to teach in:

- Fall/Winter (September—March)
 Spring/Summer (April—August)

Please submit your application:

- Before May 1st
Before December 1st

Parks, Recreation and Tourism—Administrative Office

1224 Progressive Drive Chesapeake, VA 23320 | **Phone:** 757-382-6411 | **E-mail:** ContactPRT@cityofchesapeake.net

Hours: Mon—Fri 8 am—5 pm, Sat—Sun—Holidays 10 am—4 pm

Closed Thanksgiving Day, Christmas Day and New Year's Day

APPLICANT INFORMATION:

Applicant Name: _____

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home/Work Phone: _____

E-mail: _____

INSTRUCTOR EXPERIENCE:

1. Name of Class: _____

2. Have you taught this class or a similar class before? _____

3. If so, please give detailed information regarding number of times you have taught the class, dates and location (s): _____

4. If class is for senior adults, what would you do to modify this proposed class for participants with a variety of limitations to include, but not limited to, balance issues, impaired strength and impaired mobility? _____

5. Years of experience teaching the class or working with the issues/skills taught in class: _____

6. List any license(s) and/or certification(s) held (including First Aid/CPR): _____

7. If a potential participant has specific questions for you, which action would you prefer we take:

- Give the interested party your phone number, which is _____
 Take down their name and phone number/email address and pass the information on to you

8. Please attach a current resume and optional photos or samples of your work.

Your application will not be considered unless this entire application is completed and items listed above are included. Thank you.

INSTRUCTOR APPLICATION & INFORMATION

Please answer all questions.

CLASS PROPOSAL:

1. Title of Class: _____

2. Class Description: _____

3. Your goals for class participants: _____

4. Length and duration of class including number of hours, days, weeks: _____

5. For which sessions would you like to teach this class? (Check all that apply)

- Fall/Winter (September—March)
- Spring/Summer (April—August)

6. Preferred number of class participants: Minimum _____ Maximum _____

7. Age of participants (Check all that apply):

- Child Minimum _____ Maximum _____
- Youth Minimum _____ Maximum _____
- Adult Minimum _____ Maximum _____
- Adult Senior Minimum 55 Maximum _____

8. List any needs for your class (equipment, audio/visual, tables, chairs, sink, etc.): _____

9. Classroom requirements if any, including size: _____

10. Supplies participants need to purchase for class, if any:

Supplies	Required? Y/N	Best Place to Buy	Approximate Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Should participants bring these supplies on their first day? _____

12. What will you provide? _____

13. Other information participants need when registering for class: _____
