

Southgate Recreation & Park District



Special Interest Class Instructor Information

Thank you for your interest in becoming a Special Interest Class Instructor with Southgate Recreation & Park District. The District is currently seeking instructors to teach a wide variety of special interest classes and activities for infants/toddlers, youth, adults, seniors, and families. We are excited about the possibility of working together to provide recreational services that enrich our community.

How to become an Instructor

1. Prospective instructors should complete the attached **"Special Interest Class Proposal"** form. Return your completed form via email ssurritt@southgaterecandpark.net For questions, call (916) 526-0234 ext. 105.
2. Recreation staff will review your submission and determine whether your proposal suits the Recreation Department's programming needs. The District retains the right to decide which classes to offer, cancel or discontinue.
3. If your proposal meets the District's current programming needs, you will be asked to complete a District Job Application and schedule an interview.
4. Upon being hired as a part-time Special Interest Instructor, Recreation staff will work with you to finalize details, such as: course description, facility availability, fee structure, time frame, participant minimum/maximum, age ranges, etc.

All Special Interest Instructors will be fingerprinted prior to beginning their employment with the District. Special Interest Instructors are paid 70% of participant registration fees received by the District.



Special Interest Class Proposal

Contact Information

Instructor's Name: _____

Cell Phone: _____

E-mail Address: _____

Address/City/Zip: _____

Proposed Class Name: _____

Class Description

Instructor Information *(list your experience, background and qualifications)*

Facility/Equipment Needs *(list your classroom needs/materials (e.g. mats, tables, chairs, flooring))*

Class Details

1. Number of meetings per week: _____

2. Preferred day(s) & time(s) of week: Day(s): _____ / Time(s): _____

3. Length of time at each class meeting: _____

4. Total number of classes per session (of applicable): _____

5. Class Size: Minimum = _____ Maximum = _____

6. Age Range: Minimum = _____ Maximum = _____

References

1. Name: _____ Phone: _____

Relationship: _____

2. Name: _____ Phone: _____

Relationship: _____

3. Name: _____ Phone: _____

Relationship: _____