

# Class Instructor

Do you have a talent or skill that you'd like to share with others? The County of Powhatan invites you to become a part of the Parks and Recreation team. We recruit instructors to teach a wide variety of classes that provides local residents with positive recreational experiences. This program offers opportunities to learn new skills while encouraging community involvement. Classes can be taught at your place of business or at any of the community facilities.

The Department of Parks and Recreation promotes all of our classes within the quarterly program brochure that is distributed to every resident and business in Powhatan. In addition, classes are also advertised in local newspapers, at the county library, as well as on the Parks and Recreation page of the Powhatan County website.

The Parks and Recreation Department registers all class participants on a first come, first serve basis. Each instructor determines his or her own class size and fee. The County of Powhatan requires that instructors complete a class proposal, demonstrate their craft, provide two references, and complete background check prior to teaching classes.

If you are interested in becoming a part of the County of Powhatan Parks and Recreation team please contact us at:

MAIL:

County of Powhatan  
Department of Parks and Recreation  
Attn: Instructor Application  
3834 Old Buckingham Road Suite A  
Powhatan, Virginia 23139

PHONE: (804) 598-5612 ext 2050

FAX: (804) 598-7835

WEB SITE: [www.powhatanva.gov](http://www.powhatanva.gov)

EMAIL: [kmyers@powhatanva.gov](mailto:kmyers@powhatanva.gov)

Dear Potential Instructor,

The County of Powhatan's Parks and Recreation Department is recruiting qualified contract instructors to provide a variety of affordable, and outstanding recreation opportunities to Powhatan County residents. Contract instructors provide local residents with positive recreational experience, teach others valuable new skills, and influence meaningful community involvement. We'd like to invite you to consider becoming a contract instructor for the Parks and Recreation Department. These classes can be taught at your place of business, or may be offered at a county facility.

The Department of Parks and Recreation promotes all of our classes within the quarterly program brochure that is distributed to every resident and business in Powhatan. In addition, classes are also advertised in local newspapers, at the county library, as well as on the Parks and Recreation page of the Powhatan County website.

Many courses are also offered for on-line registration.

The Parks and Recreation Department registers all class participants on a first come, first serve basis. Each instructor determines his or her own class size and fee. The County of Powhatan requires that instructors complete a class proposal, demonstrate their craft, provide two references, and complete background check prior to teaching classes.

Compensation for instructors is determined as follows:

- Instructors teaching at their own facility receive 75% of participant registration fees.
- Instructors teaching at a county facility receive 65% of participant registration fees.

If you are interested in becoming a part of this fundamental program, complete and return the attached proposal to the County of Powhatan Parks and Recreation Department, 3834 Old Buckingham Road, Powhatan, Virginia 23139. All class proposals will be reviewed on a quarterly basis. We will contact prospective instructors whose proposal satisfy community interests and department standards.

If you have further questions, please do not hesitate to call me at 804-598-05612 ext 2050 or email [kmyers@powhatanva.gov](mailto:kmyers@powhatanva.gov).

Sincerely,

Kevin Myers

Proposal approved by:  
February 1

June 1

August 1

November 1

To be included in this session:

Summer (cover classes held in July, August, September)

Fall (cover classes held in October, November, December)

Winter (covers classes held in January, February, March)

Spring (covers classes held in April, May June)

## CLASS PROPOSAL

Application Deadlines:

**Fall Session: May 1, Winter Session: August 1, Spring Session: Nov 1, and Summer Session: Feb 1**

Proposals are considered for additional review based on factors including but not limited to community demand, relevance to County objectives, existing courses, and the course potential for cost recovery. Application does not guarantee acceptance. Each proposal is kept on file for 1-year for future consideration.

### Application Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Instructor Qualifications

List your educational/training or personal/professional experience and expertise that qualify you for the contract position. List additional relevant information on a separate piece of paper

Educational/Training Institution:	Location:	Major	Degree/Credits
-----------------------------------	-----------	-------	----------------

1. \_\_\_\_\_

2. \_\_\_\_\_

Employer:	Dates of Employment:	Job Title:	Contact Name & Phone#:
-----------	----------------------	------------	------------------------

1. \_\_\_\_\_

2. \_\_\_\_\_

Personal Experience: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? No Yes  
If yes, please submit a written explanation of the offense. (A conviction is not an automatic bar to contract employment.)

## References

List two references (1 personal, 1 professional) that you have know for at least three (3) years.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Proposed Class Information

Describe proposed class information here. The information you provide may be re-arranged with you to best serve the community, coincide with facility availability, and serve the objectives of the Parks and Recreation Department.

Class Title: \_\_\_\_\_ Student Age Group: \_\_\_\_\_

Class Description (summarize course objective in 50 words or less): \_\_\_\_\_

---

---

---

---

Class Fee: \$ \_\_\_\_\_ Materials Required:  Yes  No

Materials Fee: \$ \_\_\_\_\_ Materials Provided By:  Student  Teacher

What materials are needed: \_\_\_\_\_

---

Student Ratio: Minimum #: \_\_\_\_\_ Maximum #: \_\_\_\_\_

Type of Facility: \_\_\_\_\_

---

## Class Details

1st Choice: Day(s) Su M T W Th F Sa Duration (time): \_\_\_\_\_ Duration (Weeks): \_\_\_\_\_

2nd Choice: Day(s) Su M T W Th F Sa Duration (time): \_\_\_\_\_ Duration (Weeks): \_\_\_\_\_

3rd Choice: Day(s) Su M T W Th F Sa Duration (time): \_\_\_\_\_ Duration (Weeks): \_\_\_\_\_

## Class Set-up

Use the space below to draw or describe how the classroom will be set-up (example classroom style, Horseshoe style, Lecture Style or banquet Style). Also list any special accommodations you may require for you class or you feel students may need.

Briefly describe what will be taught during each class session. Use only the number of weeks necessary for your class.

Week 1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week 2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week 3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week 6: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week 7: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week 8: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_