

## INSTRUCTOR/ VOLUNTEER APPLICATION

Waynesboro Department of Parks and Recreation appreciates your interest in becoming an instructor or volunteer, and assures you that the City is sincerely interested in you and your qualifications. Therefore, a clear understanding of your background and history is necessary for evaluation and possible placement of you into an instructional or volunteer position. Detail descriptions help us to better understand your qualifications. An incomplete or falsified application is grounds for immediate disqualification. All statements are subject to investigation and verification by the Parks and Recreation Department of the City of Waynesboro, Virginia.

### PERSONAL

Name (*Last, First*): \_\_\_\_\_

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

Telephone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you instructed a class for the City of Waynesboro before? \_\_\_\_ Dates \_\_\_\_\_

Except for minor traffic violations, have you ever been convicted of any violation of law? \_\_\_\_  
If yes, explain.

### YOUR SKILLS

List a brief history of where you got your training and experiences qualify to instruction this program:

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### INSTRUCTION EXPERIENCE

List the most recent classes that you've taught related to the topic you want to instruct with our department. (Include a contact name and phone number.)

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### REFERENCES

List Name, address, and daytime phone number of 2 unrelated references whom are familiar with your skills needed for instructing this class:

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**CLASS DESCRIPTION:** Write a brief paragraph to sum up your class

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**CLASS OBJECTIVES:** What should students expect to get from this class/ program?

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**CLASS STRUCTURE**

What is the minimum number of students you require for the class? \_\_\_\_\_ Maximum? \_\_\_\_\_

When do you need to be notified regarding the number of participants registered in order to determine if the class will be held? \_\_\_\_\_

What ages will the class/program be geared toward? \_\_\_\_\_

What space requirements and equipment is needed from Parks and Rec for the class?

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How many classes are in a session? \_\_\_\_\_ Time allotted per class? \_\_\_\_\_

What fee do you need to charge per session? \_\_\_\_\_ (Please note that Parks and Rec will add an additional 20% to this fee for administrative costs.)

Do participants need to bring anything to class ? (If yes, please list.)

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What are your preferred time slot/ days?

First choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

What location(s) do you want to offer this class/program?

Rosenwald      Library      Park      Other

**OTHER:**

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## **PARKS AND RECREATION RESPONSIBILITIES**

- Marketing through the News Virginian, Parks and Recreation website, Constant Contact E-blasts, and Government channel 7.
- Provide a clean space to hold the class/ program.
- Process registration and participants payments (unless otherwise discussed with instructor).
- Payments for return participants may be made at Rosenwald, in the evenings when the building supervisor is working.
- Process payments to the instructor.
- Provide instructor with a monthly enrollment sheet indicating who is registered and paid for the class, along with copies of participants registration sheets.
- Contacting participants when there is a change in scheduling.

## **INSTRUCTORS RESPONSIBILITIES (\*pertains to volunteers and instructors)**

- Checking the enrollment sheet, and if anyone is attending but not marked as paid, letting participants know they need to pay PRIOR to taking the class.
- Following up with Parks and Recreation that payments have been made if names are added to the original enrollment sheet during the month.
- Make sure no one attends unless they have a completed registration form on file.
- Submit paperwork for a background check if working with children. \*
- Finishing out each session as advertised.
- Demonstrate professionalism: attend class well prepared; always be on time and dependable\*; dress appropriately\*; never attend class under the influence of drugs/ alcohol\*; keep accurate attendance records; etc.
- Complete W-9 tax form prior to the first class.
- Promptly contact the program coordinator of any class changes, times you will be absent, concerns, needs, and/or damages to facility or equipment\*.
- Promote class when possible.

## **GENERAL PROGRAM INFORMATION**

- ALL class/program participants must have completed a Class registration form and paid for the first session PRIOR to attending any class.
- Sessions will typically run for a month. New participants should register before the first class. If anyone NEW begins after mid-month, their rate will be 50% of class fee.
- Classes will not be pro-rated. The ONLY exception would be the case where it's a NEW person's first month. Anyone who's been previously attending will be charged the full rate.
- No smoking on the premises.

I certify that answers given herein are true and complete to the best of my knowledge, and that I understand my role as an instructor. I authorize investigation of all statements contained in this application as may be necessary in arriving at decisions regarding my partnership with Waynesboro Parks and Recreation. I understand that this application is not intended to be a contract, and that false or misleading information given in my application or interview(s) may result in dismissal. I understand that I am representing the City and am required to abide by all Waynesboro Parks and Recreation rules and regulations.

### **Signature of Applicant / Date**

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Mail to: [Susan Roberts, Waynesboro Parks and Recreation, 413 Port Republic Rd., Waynesboro VA, 22908](mailto:robertssb@ci.waynesboro.va.us). Email: [robertssb@ci.waynesboro.va.us](mailto:robertssb@ci.waynesboro.va.us)