

# Program Contract Instructor Information

## ABOUT RECREATION SERVICES

Recreation Services is an important component of the District of Squamish, offering recreation, arts, culture and social programs and services to the local community.

We believe in offering programs and services that are safe, affordable, accessible and customer service oriented.

We are always looking to increase our network of programs and services to help ensure the well-being and high quality of life for community members and visitors alike.

## WHAT IS A CONTRACT INSTRUCTOR?

If you are a dynamic individual who has a passion for recreation as well as the skills, knowledge and qualifications to instruct we would love to work with you! Contract Instructors are hired on a contractual basis to share their knowledge and expertise to enrich the lives of others. Contract instructors are compensated on an hourly basis or based on a revenue split.

## HOW WE SUPPORT CONTRACT INSTRUCTORS

- Provision of facilities
- Marketing and advertising
- Registration and waitlist administration
- Program support

## PROGRAM APPROVAL PROCESS

All forms and further information can be found on our website: [www.squamish.ca/contractinstructors](http://www.squamish.ca/contractinstructors)

- 1** Applicant - Complete Program Proposal Form - Part 1 and submit in person to Brennan Park Recreation Centre or emailed to [recreationprograms@squamish.ca](mailto:recreationprograms@squamish.ca)
- 2** Recreation Services - Reviews Program Proposal Form - Part 1. All applicants will be responded to. Successful applicants will be provided additional forms to complete and submit.
- 3** Recreation Services - Once additional forms are submitted, a meeting is arranged to discuss the full scope of the proposal.
- 4** Recreation Services - Contact applicant to confirm if program has been approved.
- 5** Applicant - Complete any additional required documentation and submit prior to program start date.



## PROGRAM PROPOSAL SUBMISSION DEADLINES

Program proposals are reviewed quarterly to coincide with the Program Guide publish dates: Winter, Spring, Summer & Fall.

SEASON	PROGRAMS RUN FROM	PROPOSAL FORM - PART 1 DUE
Winter	January to March	July 31
Spring	April to June	October 31
Summer	July to August	January 31
Fall	September to December	March 31

*Please note that we begin working on each Program Guide up to 3 months in advance. New programs can take up to 6 months to develop.*

## FOR MORE INFORMATION

Please contact Brennan Park Recreation Centre **604.898.3604**

## PROGRAM CONTRACT INSTRUCTOR REQUIREMENTS

Our contract instructors have experience instructing and leading programs, excellent communication skills, a positive and cooperative attitude, the ability to work independently and safely, conflict resolution skills and are adaptable.

Although contract instructors are not employees of the District of Squamish, they do represent Recreation Services and are expected to conduct themselves in a professional manner, meeting a high level of customer service.

Contract instructors are required to complete all required documentation and are expected to work with our team to meet program planning deadlines and to offer fun, safe, and customer service oriented programs.

## REQUIRED DOCUMENTATION

- Liability Insurance
- RCMP Criminal Record Check
- WorkSafeBC# (if you have employees)
- Resume listing qualifications, certifications and teaching experience

Please visit [www.squamish.ca/contractinstructors](http://www.squamish.ca/contractinstructors) for a complete list of requirements.

### Brennan Park Recreation Centre

1009 Centennial Way, Squamish, BC  
604.898.3604

### Squamish Seniors' Centre

1201 Village Green Way, Squamish, BC  
604.848.6898

Visit us online at [squamish.ca/contractinstructors](http://squamish.ca/contractinstructors) and [www.facebook.com/squamishrecreationsservices](https://www.facebook.com/squamishrecreationsservices)  
Register online at [squamishlive.ca](http://squamishlive.ca)



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