



SPECIALTY INSTRUCTOR SUPPLEMENTAL INFORMATION FORM

Gloucester Parks, Recreation and Tourism is dedicated to serving its community by providing quality programs, trips and activities for all ages, interests and levels. We strive to foster new skills, promote health and wellbeing and expand cultural and artistic development in all programs offered. In order to provide these recreation and leisure services, we seek and partner with experienced individuals to work as instructors to share their knowledge and skills with our participants.

Individuals interested in teaching a class for Gloucester Parks, Recreation & Tourism must submit the attached form and a completed Gloucester County application. Your proposal will be evaluated for feasibility and interest and you will be contacted for an interview if your class proposal is approved. Submitting a proposal does not guarantee that a program will automatically be added to our class offerings. Please note that classes that are similar in content to current programming will be considered, but may not be offered, in order to not detract from participation in existing programs.

Name: _____

Business Name (if applicable): _____

E-mail: _____ @ _____

Subject Interested in Teaching: _____

Education, Training and/or Certificates related to subject: _____

Experience related to subject (paid or volunteer):

Job Title: _____ Employer: _____ Duties: _____ _____ Dates of Position: ___/___/___ to ___/___/___ Supervisor: _____ Supervisor's Title: _____ Phone: (____) _____

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Any additional information may be attached to this form (samples of work, resume,

Completing the Program Proposal

Class Title

Please list an appropriate title for your class that concisely and accurately represents your class. If your course is a beginner, intermediate or advanced level, please indicate this.

Detailed Class Description

This is a brief description (25-50 words) about your class. Describe what your students will learn and make your description as interesting as possible. If you need ideas, look at other class descriptions or ask us for suggestions. We are always willing to lend a creative hand! If students will need to bring or wear certain items for class, make sure to indicate this in your description, as well as if they must have previous experience in the subject to take the class. Gloucester County reserves the right to modify or edit descriptions for length or content.

Fee

Please list the fee you expect to receive for teaching this program. Indicate if this fee is per class or for the entire session of classes. Instructors are paid either on a percentage or hourly basis.

Facilities

Instructors should indicate the type of space required or preferred for their class. If you are familiar with our locations, please indicate this on your proposal. If you are unaware of the available facilities, or if you have questions, please leave the space blank and we will assist you in assigning a location. Also, please note any special requirements you will need in a room, such as a carpeted or hard wood floor, sink, etc. Room assignments are subject to department and school approval. The department has limited equipment available so please be aware of this when deciding on fees and supplies.

Class Scheduling

Complete the class scheduling information based on when you would prefer to teach the class and we will do our best to accommodate your requests. Due to limited facilities and high demand, it is helpful for you to include alternate days and times for your class. Priority is given to on-going programs and returning instructors. Upon approval of a program proposal, instructors will be asked to submit the exact dates they will offer their class, including dates that the class will not be meeting (due to holidays, etc.).

Gloucester County Offices are closed on the holidays listed below:

- New Year's Day
- Lee/Jackson Day (Friday)
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- July 4th
- Labor Day
- Veterans' Day
- Thanksgiving Day and the day after
- Christmas Day
- Other selected holidays as noted by the Governor
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IMPORTANT NOTE:

Because our programs take place in school facilities, programs are not held during winter break, spring break, holidays or days when school has been cancelled due to inclement weather. Due to changes in the Gloucester County Public School calendar, activities will not be held on Professional or Teacher Work Days.

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CLASS/PROGRAM PROPOSAL**

Class Title: _____

Level (Beginner, Intermediate, Advanced): _____

Class Description (50 words or less): _____

Participant Ages: _____

Maximum # of Participants that can be accommodated safely: _____

Class Scheduling Preferences

1. Class meets: ___ One Day Workshop
 ___ Once a week for ___ (list # of weeks)
 ___ Twice a week for ___ (list # of weeks)
 ___ Other: _____

2. Length of Class: _____ hours

3. Day of Classes (number your choices 1-3, with #1 being your first choice)

___ Sun. ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri. ___ Sat.

4. Time: _____ AM/PM to _____ AM/PM

NOTE: Weekend space is EXTREMELY limited (there is no school use on weekends).

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CLASS/PROGRAM PROPOSAL**

Fees :

What is the fee you expect to receive for teaching? Please indicate if that fee is per class or for the entire session of classes.

If the material/supply fee is not included and participants need to bring or wear certain items, please describe this below:

Facility & Special Requirements

Please list an area of the County or facility space that would best fit your needs. If you are unsure, please leave this area blank. We cannot guarantee any space but will do our best to accommodate you. We currently use Abingdon, Achilles, Botetourt and Page Schools, Whitcomb Lodge, and occasionally the Main Street Library Community Room. Some church space may be available as well. Not all spaces are available on all days. Any other special requirements or equipment should be noted here as well.

PRINTED NAME

SIGNATURE

DATE