

TOWN OF SOUTHDOLD
RECREATION DEPARTMENT



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Recreation Supervisor
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970 Peconic Lane
PO Box 267
Peconic NY 11958

PROGRAM INSTRUCTOR APPLICATION

PLEASE PRINT:

1. _____
Last Name First Name Middle Initial

_____ Mailing Address Legal Address (if different)

_____ City State Zip Code City State Zip Code

_____ Home Telephone Number Cell phone number E-Mail Address (Please print legibly)

2. Proposed class name: _____

3. Description of class (please write a brief description of your class) Attach additional sheets if necessary:

4. How many weeks will the class be taught? _____

5. Days and times you would like to teach:
1st choice: _____
2nd choice: _____
3rd choice: _____

6. Age range of participants: _____

7. Number of participants you can accommodate: (Minimum) _____ (Maximum) _____

8. Materials fee (if any): _____

9. List of materials needed: _____

10. Please list the qualifications that will enable you to teach this course: (Please attach a resume if you have one):

11. Have you taught this course elsewhere? _____ YES _____ NO

If yes, please give detailed information regarding the number of times you've taught the class, dates, location, etc.:

Years of experience teaching the class or working with the issues taught in class: _____

12. List each high school, college, university and/or technical schools attended:

Full Name of School/Institution, City & State in which located	Were you Graduated?	Field of Study	Type of Degree Received

13. Personal References

Name	Address	Phone Number

14. Please check the appropriate box to the right of each question:

- A. Have you ever been convicted of any crime? (felony or misdemeanor) YES NO
- B. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge? YES NO
- C. Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds? YES NO
- D. Did you ever resign from any employment rather than face dismissal? YES NO
- E. Did you ever receive a discharge from the armed forces of the United States which was other than honorable or which was issued under other than honorable circumstances? YES NO
- F. Have you ever been convicted of a misdemeanor or felony that was not dismissed, expunged or sealed, including, but not limited to, a misdemeanor or felony relating to abuse or sexual molestation? YES NO

Note: A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as any relationship to the job, your age at the time of the conviction, the length of time since the conviction, the seriousness and nature of the crime and any rehabilitation will be considered

PROGRAM INSTRUCTOR APPLICATION (cont.)

If you've answered yes to any of these questions, please provide an explanation. Answering YES to any of the above questions does not represent an automatic bar to employment. Each application is reviewed based on individual merit in relation to the duties and responsibilities of the position for which you are applying.

- Are you 18 years of age or older? Yes No
- If under 18 years of age, do you have working papers? Yes No
- Are you legally eligible to work in the United States? Yes No

DECLARATION:

I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further request and authorize any former or present employer, military records center, police, parole, probation agencies, and former school to provide to the Town of Southold any and all information including, but not limited to, information as to my character, habits, work ability, and/or education. In consideration of compliance with this request, I hereby release and discharge said institutions from any claims, liabilities, or damages.

X _____
Signature

Date

Southold Town is an equal opportunity/affirmative action employer.

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PROGRAM INSTRUCTOR INFORMATION

Minimum qualifications include a high school diploma or equivalent, previous teaching experience is preferred. Applicants must be drug-free and have a clean criminal history. The Town of Southold has established a policy whereby all instructors and employees are required to have a background check performed. Applicants must have good communication skills and the ability to deal with general public in a positive and courteous manner. You must be safety conscious, diplomatic and professional.

Most of our programs run from 6-8 weeks, one night a week, and range between 1-2 hours each night. It would be up to the instructor to determine how much time is needed for their particular program. The starting salary for all of our instructors is \$30/hour. We are also open to special one-day workshops or introductory classes for our community members to explore new interests.

Inquiries and suggestions from community members regarding future planning of classes and programs are welcomed and encouraged. Programs are added as needs, interests, and instructors are identified, and as budgeting allow. If you have a new course idea, or have a friend or associate who would like to teach, you are encouraged to contact the department to explore the possibility of offering the class.

Where are programs held?

Classes are held primarily at the Southold Town Recreation Center and the Peconic Lane Community Center in Peconic but can also be held in other locations such as parks, town facilities, businesses, and local schools.

Who can teach?

Adults who have skills or knowledge they would like to share are invited to submit a course proposal. All proposals are reviewed, and if selected, the instructor will be called for an interview. Instructors are responsible for developing their own courses and materials. The program staff will arrange for a space in the community for the instructor to teach his/her class.

Writing Your Proposal

The best teachers are those who have a passion for their subject, a desire to share it, and expertise in the subject they will be teaching. If you think you meet these qualifications, then don't hesitate to submit a proposal. It is important to make your course sound appealing, and communicate clearly and concisely what you will be teaching. Well written course descriptions will interest people and increase enrollments.

A Title

An appealing course title can be the difference between impressive and average enrollment rates. The purpose of a title is to attract the reader to what you are offering. A few techniques to consider are: Keep the title simple or catchy (long complex titles can be confusing and do not catch the reader's eye). Ask the reader a question. This makes it personal and involves the reader. Keep it positive and simple.

A Description of What You Will Be Teaching

The course description should be enticing and interesting so that people will want to take part in your class. The description should be factually complete and provide solid information about the course so people can decide if it will meet their needs.

Interviews

The program staff reviews all proposals. If your proposal is accepted, an interview will be scheduled. During the interview your proposal will be discussed in further detail, including the course dates, times, logistics, and the pay scale. Following the interview, if your course has been selected to be included in the activity guide you will be sent a confirmation memo and any additional paperwork that is required.

What can the Southold Recreation Department offer you as an instructor?

Your experience as a Recreation Department Instructor gives you visibility within the seasonal brochure and website. The Recreation Department brochure is made available to the public via an insert in our local paper (The Suffolk Times) and is additionally available at all local libraries, supermarkets, and Town Hall. Additionally, it is posted on the Town's Recreation Department website and in our online registration portal.

If you have your own business, or are in a private professional service to the public, being an instructor for the Recreation Department offers you a new clientele resource. However, we do not allow "sales pitches" or in-class advertisements of your company or office. We provide a vehicle for the display of your talent and expertise.

If you are interested in becoming an instructor with the Town of Southold Recreation Department, please fill out our application and mail it to the following address:

***SOUTHOLD RECREATION DEPARTMENT
PO BOX 267
PECONIC, NY 11958***

For additional information, please call the Southold Town Recreation Department at (631)765-5182.