

### INTRODUCTION TO PITTSFORD RECREATION:

Thank you for your interest in becoming an instructor with Pittsford Recreation. Pittsford Recreation is able to offer a wide variety of programs and activities because of instructors like you, bringing unique expertise and talents in offering everything from dance, swimming, martial arts, to computer education and athletic camps. We look forward to working with you, as you could provide important opportunities to enhance the lives of our constituents.

### WHY BECOME AN INSTRUCTOR WITH PITTSFORD RECREATION?

Pittsford Recreation provides exceptional community-wide programming for youth, adults, and senior citizens. We strive to improve the quality of life of each member of our community. Pittsford Recreation strongly believes in the town's core value of **community vitality** and is committed to "strengthen our sense of place and promote relationships that bring the community together." We believe this is accomplished through world-class customer service and programming.

**Department Mission:** The Town of Pittsford Recreation Department is committed to providing members of our community with quality programs and services that are unique, diverse, exciting and affordable. In designing and delivering our product, we shall strive to meet the ever-changing needs of the community in a friendly and professional manner.



**Department Vision:** It is the department's goal that our product will enrich the lives of our customers, appealing to as many different people as there are definitions of "recreation."

### PROGRAM PROPOSAL DEADLINES:

New program proposals are accepted year round. However, there are deadlines to meet to ensure your class is in a Pittsford Recreation seasonal brochure. Please be prompt in submitting your content. If class content is not submitted in a timely manner, it may be impossible to include in the seasonal brochure – the primary marketing tool of our department. Please refer to the following seasonal deadlines:

#### Winter New Program Proposal Deadlines

- New Program Proposal Forms due by **September 1**
- Winter Season Dates: **January – March**

#### Spring New Program Proposal Deadlines

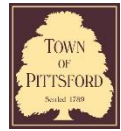
- New Program Proposal Forms due by **January 1**
- Spring Season: **April – June**

#### Summer New Program Proposal Deadlines

- New Program Proposal Forms due by **April 1**
- Summer Season: **July – August**

#### Fall New Program Proposal Deadlines

- New Program Proposal Forms due by **June 1**
- Fall Season: **September – December**



## HOW TO BECOME AN INSTRUCTOR

The process begins with an independent contract instructor proposing a new course or activity. There is a New Program Proposal Form that can be downloaded on Pittsford Recreation's website ([www.townofpittsford.org](http://www.townofpittsford.org)). This form must be completed when proposing a new course or activity. The proposal should then be submitted to the Pittsford Recreation office. New program submission may be made via email, mail, or in-person. Programs may be designed for preschoolers, school age children, teens, adults, seniors, or families. Once you submit your proposal you can expect the following:

1. The Recreation Department will review the proposal, assess the content of the course/activity to determine potential in meeting the Department's vision and goals. We will then contact you for a more detailed discussion.
2. Together, the Recreation Staff works with you to determine the specific design of a course or activity, facility suitability, facility availability, fee structure, course time frames, participant minimums & maximums, age ranges, and course descriptions.
3. If Pittsford Recreation accepts your proposal, a formal written contract will be produced which specifically outlines the agreement.
4. Instructors are contracted quarterly on a 70/30 basis. This means that instructors receive 70% of the base fees collected from class registrations for their services. The town receives 30% of the base fee.

Contracts must be reviewed and signed prior to the start of the contracted class.

## HOW TO SUBMIT A NEW PROGRAM PROPOSAL:

This process is simple. For your convenience you can find a New Program Proposal Form online at <http://townofpittsford.org> or a copy of this form can be picked up at the Pittsford Community Center. Completed new proposal forms should be delivered or mailed to 35 Lincoln Ave, Pittsford, NY 14534.

1. In order for your proposed class or program to be considered by Pittsford Recreation the 'New Recreation Program Proposal' must be *completely* filled out.
2. A class description is needed. The written description should briefly define your program. The description should be written how you would want it to read to the public in our seasonal brochure.
3. You must include the date(s) of your class. Do not leave this part blank because we will be unable to determine facility availability for your class or program.
4. You must calculate your own price for the class or program (consider that 70% of fees go back to the instructor, while 30% goes to the Town of Pittsford).
5. Submitting a proposal does not guarantee that the class or activity will automatically be added to the Pittsford Recreation seasonal brochure. Returning instructors will not be able to automatically continue offering their activity or program. There is no exclusivity to instructors or the classes they teach.

