



Instructor Information Manual

Sweden Clarkson Community
4927 Lake Road Brockport, NY 14420

Center Hours of Operation

Monday-Thursday 6:00 am-8:00 pm

Friday 6:00 am -6:00 pm

Saturday 8:00 am-3:00 pm (Seasonally 8:00 am-12:00 pm)

Sunday 8:00 am-12:00 pm (Seasonally Closed)

Become an Instructor

Thank you for your interest in becoming a Sweden Clarkson Recreation contracted instructor! Instructors are contracted on a yearly basis and work with Recreation Department staff to coordinate program details.

Below is the process for being hired as a new instructor.

1. Submit a Program Information form, found at www.swedenclarksonrec.recdesk.com You can submit the form by printing, completely and mailing or turn it in to the Sweden Clarkson Community Center (4927 Lake Road).
2. Sweden Clarkson Recreation will contact you to inform you if your proposal has been accepted or denied. The Recreation Department will limit program duplication, and residents have first priority to become instructors. A Background Check will be required at this time.
3. If your program is accepted, you will begin working with Recreation Staff to solidify details, including dates, times, ages, prices, etc. This is also when instructor pay structure will be determined and a formal contract will be generated.
4. At this time instructors must submit a current resume, and other required documentation.

Certain types of classes will require instructors to provide liability insurance and indemnification.

Proposal Deadlines

The Recreation Department operates in 4 “seasons” each year.
Proposal due dates coincide with brochure.

Season Proposals Due Program Finalized

Winter (December-February)

Spring (March-May)

Summer (June – August)

Fall (September-November)

Programming Timeline

Timeline	Process
4-6 months prior to start	date Submit Program Information Sheet
3-4 months prior to start date	<ul style="list-style-type: none"> · Receive approval · Finalize program details · Complete required information/documents
2 months prior to start date	Begin assisting in program marketing until registration ends (social media, word-of-mouth, etc.)
1 week prior to start date	Receive roster & final information from Recreation Staff
First day of program	Speak with Recreation Staff with any room/facility questions
Daily at program	Arrive at least 15 minutes before the program begins <ul style="list-style-type: none"> · Report any issues in the room to staff · Set up · Take attendance · Break down & clean up room, it should be set up as it was when you arrived

New Instructor Checklist

Ensure that you have the following items submitted in a timely manner to begin teaching your program.

Program Proposal Sheet

- Current Resume
- Background Check
- Certification (when required)
- Insurance & Indemnification (when required)
- Contract

Instructor Information

Here you will find important policies and procedures for Sweden Clarkson Recreation instructors. We encourage you to keep this handbook readily available for your reference. The Recreation Department has its offices in the Sweden Clarkson Community Center (4927 Lake Road), which is where most instructor-based programs will take place. Office hours for recreation staff varies Monday-Friday, however there will always be a town-employed staff member on site when the Community Center is open.

Attendance

Instructors are required to take attendance before each class to ensure that everyone at the class is a registered participant. Rosters and Sign-In Sheets will be provided to the instructor on the first day of class. Anyone who is not registered should be directed to the Front Desk to complete the process and should not be permitted into the program area. Remember, instructors are not permitted to collect program fees.

Collecting Payments

Registration for all SC Recreation programs must be done online by the participant, or at the Front Desk in the Community Center. Instructors should never accept payments for any program. If a participant who is not on your roster shows up at your class, simply direct that person to the Front Desk to complete registration. This is one of the reasons that taking attendance is very important. Please note that no one may participate in a program that they have not registered and paid for in full.

Refund Policy

SC Recreation typically allows full refunds up to ten days before a program start date. After this, a refund is not guaranteed unless the participant is withdrawing due to a medical or hardship condition. Refund requests must be made preferably by email (jillw@townofsweden.org), and refunds may be issued in the form of a credit on the Recreation Account, or by check. Refund checks may take up to four weeks to process. Please note that certain programs may be non-refundable or involve a portion of non-refundable monies.

Holidays & Facility Closure

The SC Community Center is to remain open on many holidays, however the Recreation Office may be closed on certain Federal Holidays. It is important to schedule your classes with holidays in mind, as it may hinder registration/attendance. Schedule changes should be communicated to participants in a timely manner. If at any time the Community Center is closed for Emergency reasons, instructors will be contacted as soon as possible. Depending on the circumstances, instructors may be asked to contact their students, however the Recreation Department will make every effort to get the word out via text, email, and social media.

Instructor Absence

If an instructor is unable to attend their class due to illness or an unforeseen emergency, he or she must notify Recreation Staff as soon as possible. Recreation Staff will contact the participants, and a make-up class may be scheduled.

Make Up Classes

If emergency closures or instructor absence occurs during a class, the instructor should plan to make up the class at the end of the session. Classes that are not made up may be subject to a pro-rated refund at the Recreation Director's discretion.

Program Supplies

All instructors are responsible for providing the supplies for his or her program. Supply cost can be added to the participant fee in the base price. SC Recreation may have certain supplies available for your use: speak with Recreation Staff to verify this. Instructors are not permitted to store their supplies/equipment at the Community Center. All items must be removed from the building after each class.

Program Marketing

SC Recreation markets its programs in a variety of different ways, including websites, social media, direct email, brochure mailers, posters/flyers, and more. Instructors are encouraged to help promote their programs by cross-marketing using approved materials designed by the Recreation Department. Social media platforms include Facebook, fliers, newspaper ads and website. Brochure mailers are sent to SC Residents 4 times per year. Details from the Program Information sheet will be included in the brochure unless otherwise notified. Any changes in program details should be established prior to its release, within the established timeline.

Room Set Up & Break Down

Instructors may be responsible for setting up and breaking down their program room, above and beyond the room's standard set up (i.e. setting up mats, equipment, etc.). The room should be left the way it was found. If any damage is done to the facility or Town-owned equipment, it should be immediately reported the Recreation Staff. Instructors are not permitted to remove or replace furniture/supplies in their program room without permission

Incident Reporting

Incidents may happen at a program, and it is the instructor's responsibility to take the appropriate steps during and after. All incidents must be reported and documented.

- Incidents can include injuries, vehicle accidents, confrontations, missing person, and more. If an injury occurs during a class, instructors must act calmly and promptly to aide the participant and access medical care
- When an incident has been resolved, complete an Incident Report (located at the Front Desk)
- Report the incident to a full-time staff member and turn in the completed Incident Report

Releasing of Minors

Instructors must not release children to anyone other than the authorized parent, guardian, or person authorized by the parent. Never release a child to someone who is unknown to the child. Please note that some programs may require an Authorized Pick-Up list and check of identification at sign out.

Instructors must remain on site until all participants have been picked up. Contact the parent if a child is not picked up. If parents are habitually late to pick up, contact the Recreation Department, as a Late Pick-Up fee may be applied.

Contact Information

SC Recreation will never give out an instructor's contact information to the public. If a student needs to contact the instructor, they will go through the Recreation Department. The instructor may choose to give out his/her information to the extent they feel comfortable. Instructors may contact their students for program-related updates; however, they are not permitted to access student contact information for business that is not related to SC Recreation. Instructors may never give out their student's contact information to anyone.

Instructor Payments

There are a variety of payment structures instructors may have set up with the Recreation Department. These will be determined during the proposal process and may include:

- Stipend or fixed sum
- Percentage of fees collected less non-resident fees

Stipend and percentage-based payments are issued at the completion of a session. The Town of Sweden cuts checks once per month, so payment may arrive up to 4 weeks after the program ends. Checks will be mailed to the address on file unless otherwise arranged with the Finance/Human Resources department.

SWEDEN CLARKSON COMMUNITY CENTER

“Making a Large Community Smaller Through Recreation”

Program Proposal

Email or mail completed form to SC Recreation.

Program Name: _____ Ages/Grades: _____

_____ New Program _____ Existing Program _____ Year

Season: _____ Winter _____ Spring _____ Summer _____ Fall

Instructor: _____ Email: _____

Phone Number: _____ Days/Dates: _____ Time: _____

Facility/Room: _____ Gym _____ Fitness Rm 1 or 3 _____ Lounge _____ Conference

_____ Kitchen/Café _____ Other

Total # of Classes: _____ Ages/Grades: _____

Cost Per Participant: _____ Min/Max: _____ / _____

Participant Requirements/Questions: (i.e. prerequisites, bring a lunch, etc.)

Program Description: (to be used for program advertising)

Instructor Payment Agreement: (leave blank until agreed upon with Recreation Department)

Drop off or mail completed form to SC Recreation.

Signature: _____ Date: _____