

Contracted Instructors



Contracted instructors conduct a variety of classes and workshops with Fluvanna County Parks and Recreation. From dance to art and tennis to fitness, our talented contracted instructors enhance the quality and variety of programs we offer to the community.

Contracted Instructors are:

- ◆ Independent contractors and not employed by the County of Fluvanna
- ◆ Under contract and paid 70% of their program's gross revenue
- ◆ Expected and encouraged to set the class tone and develop the curriculum

Qualifications

To become an instructor, an individual must possess strong teaching skills; be positive, organized and dependable; have good communication skills; be prompt and reliable; and demonstrate a desire to develop and promote the program. FCPR is interested in classes and workshops that are unique or fill a specific community need. Selections are made based on the instructors qualifications and experience, date and time availability, need for the program, and marketability of the program.

How it Works

Fluvanna Parks and Recreation utilizes contracted instructors to provide unique recreational services. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors. The Contracted Instructors work off of a 70/30 split (70% of gross earnings to the instructor and 30% to the County of Fluvanna). Fees for supplies are separate from the 70/30 split and may or may not be paid for by Fluvanna Parks and Recreation.

- ◆ The process begins by submitting a Class Proposal Form (sample on page 2) describing your program or activity. The Class Proposal is then submitted to the Recreation Specialist tasked with the target market of your program. The Recreation Specialist may require additional documents such as instructor or coach certifications and/or proof of insurance as needed.
- ◆ Potential instructors must authorize a Background Check Agreement (page 3) before teaching. The fee for the Background Check is paid by the County of Fluvanna.
- ◆ Once all required documents are submitted, a contract is then produced outlining the specifics of the course or activity that you agree to instruct and is sent to you for review and signatures.
- ◆ Programs will be advertised in the seasonal Parks and Recreation Program Guide
- ◆ Parks and Recreation will accept registrations for the classes and workshops and provide Contracted Instructors with rosters and support for their programs.



Class Proposal Form

Instructor: _____

Address: _____

Phone Number: Day: _____ Evening: _____

E-mail Address: _____

General Class Information:

Program/Class Title: _____

Course Description: (Full Description for Program Guide)

To be offered during which Program Guide season (please circle all that apply):

January-April

May-August

September-December

Days of week you would like to offer class (please circle all that apply):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Proposed Start Date: _____ Proposed End Date: _____

Time: From: _____ am/pm To: _____ am/pm

Age Group: From: _____ To: _____ years old

Proposed Fee Charge for Class: _____

Minimum Number of Students: _____ Maximum Number of Students: _____

Special Facility/Equipment Needs (Please be specific)



FLUVANNA COUNTY

PO Box 540
Palmyra, Virginia 22963

BACKGROUND CHECK AGREEMENT

Name: _____ Email Address: _____

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

Social Security Number: _____ Date of Birth: _____/_____/_____

Do you possess a license to operate a motor vehicle? Yes _____ No _____

If yes, please list driver's license and state: _____

I agree that the facts set forth in my background check agreement are true and complete. By signing this application, I grant permission for a criminal and sex offender and/or crimes against minor's registry check, if I work with or around minors.

I also grant permission for a driving record check. I also understand that if my job descriptions states that I must drive a County vehicle, my employment status may be contingent on receipt of an acceptable check that does not contain any disqualifying offenses.

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Signature

Date

Fluvanna County Representative (witness)

Date