



# Town of Old Saybrook

## Parks and Recreation Department

308 Main Street • Old Saybrook, Connecticut 06475 • Tel: 860 395-3152 • Fax: 860 395-3154

### Program Proposal Form

Do you have a talent or skill that you'd like to share with others? Old Saybrook Parks and Recreation Department invites you to submit a program proposal for a future class. We recruit instructors to teach a wide variety of classes that provide the community with positive recreation experiences! We offer programs throughout the year in a variety of locations, to a wide range of ages and ability levels to enhance the quality of life for all.

**Program proposals may be mailed or dropped off:**

Old Saybrook Parks and Recreation  
308 Main St.  
Old Saybrook, CT 06475  
Attn: Jonathan Paradis, Assistant Director  
or

**Program proposals may be e-mailed to:**

Jonathan.Paradis@oldsaybrookct.gov

Proposals are considered for review based on factors including but not limited to community demand, relevance to town objectives, existing courses, and potential for cost recovery. Application does not guarantee acceptance.

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### Applicant Information

Date

Name

E-mail

Address

City

State

Website

Cell Phone

Please list all education, certifications, and experience relevant as it pertains to becoming an instructor for the Parks and Recreation Department

## **Proposed Program Information**

Program Title

Have you taught this program before?

Yes

No

Program Description (would be used for advertising)

What are the program benefits for the participants?

Program length -number of sessions

Program Frequency - Meetings per week

Day of the Week

Time of Day

Minimum # of Participants

Maximum # of Participants

Will you provide your own materials

Season

Desired Rate of Pay

Age of Participants

Desired Location or space

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Additional Information (not required but recommended)

We encourage potential instructors to consider submitting the following additional information if applicable.

Current Resume

Brief lesson plan for at least one class session

Proposed handouts

Flyers, Brochures, or advertising used for your class

Photos or samples of class

## **INSTRUCTOR POLICY**

Old Saybrook Parks and Recreation Department hires qualified and professional instructors and independent contractors to lead and supervise classes and activities offered to the public.

### **Instructor Responsibilities**

Submit class proposals to P&R which include

- Class name and detailed description
- Times, dates, days of the week
- Required payment for services
- Participant objectives
- Minimum and maximum number of participants
- Detailed list of supplies or equipment that instructor does not provide

Must submit a background check

Must have a current and accurate account on [www.oldsaybrookrec.com](http://www.oldsaybrookrec.com) for access to program instructor portal

Provide services and instruction according to contract

Provide proper supervision and take necessary safety precautions

Submit timesheet or invoices for payment

Take attendance and submit reports - Unregistered people may not participate.

Contact program participants for changes and cancellations after the first day of the program

Report accidents and incidents to P&R

Request needed supplies and equipment through P&R personnel

Assume responsibility for equipment, supplies and facility

Set up facility for class and return it to original condition following class

Market classes beyond what is provided by P&R

Initiate communication with P&R Staff to request information or support

Evaluate the program

Promptly correct all misconduct, profanity, property damage or other acts of misbehavior

Return facility used back to original (or better) condition

Refer appropriate questions to the Parks and Recreation Department

### **Parks and Recreation Department Responsibilities**

Handle all registrations and process all fees

Make timely payments to instructors upon receipt of timesheets, invoices and evaluations

Provide administrative and purchasing support

Assist with facility scheduling

Set program fees to the public

Cancel classes due to low enrollment prior to the first day of a program

Provide rosters/attendance sheets and necessary forms upon request

Market programs to the public

Ensure programs are safe and provided with the highest quality

### **Mutual Responsibilities**

Communicate with each other and with participants

Negotiate changes to submissions and contracts

Provide service to all people in accordance with the Town's policies

Make reasonable accommodations for those with special needs

Since instructors represent P&R, smoking, being under the influence of alcohol or drugs, and exhibiting abusive behavior or language are prohibited during programs.

Contractors are free to hire or contract others to help provide instruction for classes. Contractors are responsible for providing Workers' Compensation. Contractors are issued 1099 forms for tax purposes and no tax is withheld from payments. Contractors are not employees of the Town of Old Saybrook