

Become a Program Instructor



Are you interested in becoming a Program Instructor with the Municipality of Brockton? This document serves as your how-to-guide for information on becoming a Program Instructor.

Become an Instructor!

The Municipality of Brockton Parks & Recreation Department is always seeking new instructors to offer fun and exciting recreation programs. Our department offers a variety of recreation programs and activities to participants of all ages. As a Program Instructor you will enter into a Service Agreement with the Municipality of Brockton.

What can the Municipality of Brockton offer you as a Program Instructor?

- Access to instruct in a variety of recreational facilities within the municipality
- Programs will be listed on our municipal website, along with municipal social media accounts and any relevant print publications.
- Your instructor bio and photo on our website
- The Municipality of Brockton uses an online registration software PerfectMind/Xplor Recreation allows us to maintain all program registrations, waitlists, customer information and accept payments online. Instructors receive up-to-date attendance sheets and participant information
- Cash, debit and credit is accepted for all registrations
- The Municipality of Brockton also offers flexible registration options where 3rd Party Organizations may choose to take their own registrations, etc.

How the Process Works

The process begins with the instructor / organization 'proposing' a program, course or activity. The Instructor / Organization completes a Recreation Program Proposal application and submits to the Program Coordinator.

- The Program Coordinator will review the proposal and assess the program and how it corresponds with departments needs and program standards.
- If approved, a meeting will be arranged to discuss facility availability, fee structure and course details.
- Following the meeting, a formal Service Agreement will be issued to the Instructor / Organization to review, sign and return.
- Continuing Recreation Instructors / Organizations will receive an updated Service Agreement prior to each new programming session should the previous session be deemed successful.

How to Submit a Recreation Proposal

Requirements

- The Instructor / Organization shall provide their full name, address, telephone number and email to the Program Coordinator
- Once a Service Agreement is offered, it is necessary for all Instructors / Organizations involved in programs to obtain and provide a recent (6 months) copy of their Vulnerable Sector Criminal Reference Check. The Service Agreement is contingent upon a clear criminal reference check.
- Instructors / Organizations may be required to provide proof of qualifications, dependent on programming.
i.e. aquatic coaches, must provide proof of NCCP Coaching Qualifications

- The Instructor / Organization shall provide the Municipality of Brockton with proof of insurance prior to the start of program.
 - Name the Municipality of Brockton as an additional insured for a minimum of 2 million (two million)
 - If personal insurance cannot be obtained, insurance may be purchased through duuo.ca
 - Where applicable, the Instructor is required to register with WSIB

Responsibilities

- Provides direct supervision to children, youth, adults, seniors or family participants and guidance to any youth volunteers.
- Ensures the safety and enjoyment of participants through supervision, communication, and enforcement of rules.
- Plans, participates, and facilitates age & stage activities for their programs
- Completes attendance and accepts drop-in payments (if applicable)
- Addresses issues or complaints raised by participants and/or their parent / guardian and reports any issues or complaints to the Program Coordinator at your earliest convenience
- Ensures facilities and equipment are maintained and ready for use upon program time.
- Identifies and reports any safety hazards or damages to the facility or equipment to the Program Coordinator immediately.
- Responds to the needs of participants as needed.
- Communicates and interacts with Municipality of Brockton staff, volunteers, program participants, and parents / guardians on a regular basis
- Completes a variety of reports and maintains various participant related forms/records
- Other duties as assigned related to programs

Additional Information

Professional Conduct

- Although Instructors/Organizations are not employees of the Municipality of Brockton; they do represent the municipality. To some participants, the instructor may be the only representative of the municipality whom they will be in contact with. Instructors must conduct themselves in a professional manner including, dressing, speaking professionally, and supporting of policies of the Municipality of Brockton.

Dress Code

- Appropriate attire for the instruction of your program/activity. i.e. Running shoes should be worn at all times for fitness programs.

Registration

- Nearly all program registrations are collected through the Municipality of Brockton. Instructors may be required to collect funds from drop-in programs i.e. fitness classes, youth programs, etc. (floats will be provided when necessary)
- For registered programs, participants who have not been registered or paid may not participate until payment has been received. Attendance is required to be taken at the beginning of every class to ensure all participants are fully enrolled.

Facilities

- The Program Coordinator will work to suit the needs of the program; however, occasionally not all needs can be met due to facility availability, course time frame etc. The Municipality of Brockton reserves the rights to make changes and adjustments to facility assignments before and during any session.

Instructor Fee & Invoicing

- Instructor fees are determined by the Instructor & Program Coordinator
- Invoices should be submitted to the Program Coordinator (recreation@brockton.ca) prior to or at the end of the program, and will be payable at the end of each program (unless otherwise outlined in the services agreement) by corporate cheque
- Invoices should contain, instructors full name, mailing address and name of the program.
 - A sample invoice can be provided if necessary

Advertising

- Information regarding the program is advertised primarily on municipal social media pages (Facebook & Instagram) and is available on our website brockton.ca
- Program information may be included in any relevant print publications (subject to space and deadlines)
- Instructors / Organizations are encouraged to promote/advertise their programs

Program Fees & Course Cancellations

- All Programs are based on a Cost Recovery Model, and if minimum registration requirements are not met, the course will be cancelled. All Instructors/Organizations will be informed no later than one week prior to the program start date if the course is to be cancelled.
- Deadlines for cancelled programs may vary for different types of programming i.e. Summer Camps are usually cancelled with 2-3 weeks of the start date to ensure families are given adequate time to find alternative childcare