



Marpole-Oakridge Community Centre

990 West 59th Avenue, Vancouver, BC, V6P 1X9
Phone: 604-257-8180 Fax: 604-257-8179

www.marpoleoakridge.org

Dear applicant,

Thank you for your interest in instructing a class for Marpole-Oakridge Community Centre.

Please complete and submit the application along with requested attachments to:

Marpole-Oakridge Community Centre
Instructor Application
990 West 59th Avenue
Vancouver, BC V6P 1X9
Or email application: marpolecc@vancouver.ca

FREQUENTLY ASKED QUESTIONS

1. *How do I become a class instructor?*

Interested instructors must complete and submit an application along with required attachments. Applications will be reviewed by recreation staff, and interviews will be held with applicants whose applications are approved.

2. *What are the timelines for submitting my application?*

Classes are offered on a seasonal basis.

If you would like to teach in:

Fall (September through December)
Winter (January through March)
Spring (March through June)
Summer (June through August)

Please submit your application before:

June 15
September 15
December 15
March 15

3. *How are instructors paid?*

Marpole-Oakridge Community Centre offers 2 options for instructors:

a) Volunteer Basis

An instructor may choose to volunteer their time in teaching and receive no wage.

The instructor must fill out a volunteer timesheet, and (if necessary) successfully pass a Police Record Check.

b) Contract Instructor

Instructor signs agreement for services and the rate of wage is negotiated between the instructor and the centre programmer. The contract instructor will receive no benefits and must submit an invoice(s) to the centre programmer.

3. *What days of the week can I instruct?*

Courses can be offered over a wide range of hours throughout the week. The class may be a 1-day course for an hour, a course which spans up to 12 weeks, or anything in between.

4. *How much will the class cost participants?*

We determine the class fee based on a formula that will reflect the cost of the instructor's wage, room rental expense, supplies, and indirect costs.

Thank you,
Marpole-Oakridge Community Centre Program Team

Marpole-Oakridge Community Centre

CLASS PROPOSAL

Instructor name _____

Address _____ City _____ P/C _____

Phone (day) _____ (evening) _____

E-mail Address _____

Title of Class _____

Class Description (this may be used in brochure):

Days and times you would like to teach:

1st choice: _____

2nd choice: _____

3rd choice: _____

For which sessions would you like to teach this class?

WINTER _____ SPRING _____ SUMMER _____ FALL _____

of participants for your class: Minimum # _____ Maximum # _____

Age of participants: Minimum Age _____ Maximum Age _____

Needs for your class (equipment, audio/visual, tables, chairs, sink, etc.):

Will this class require additional instructors, assistants or volunteers? Y N

Classroom requirements, include approx. size: _____

What will you provide? _____

Other information participants need when registering for class:

Additional information:

Please also attach:

a current resume and (optional) cover letter

a course outline or syllabus

flyers, brochures, handouts or advertisements used for your class (optional)

photos or samples of your work (optional)