



# Marpole-Oakridge Community Centre

990 West 59th Avenue, Vancouver, BC, V6P 1X9

Phone: 604-257-8180 Fax: 604-257-8179

[www.marpoleoakridge.org](http://www.marpoleoakridge.org)

Dear program contractors/volunteers,

Thank you for your interest in instructing a class at the Marpole-Oakridge Community Centre. Please complete and submit the proposal below along with requested attachments to:

Marpole-Oakridge Community Centre  
Instructor Application  
990 West 59<sup>th</sup> Avenue  
Vancouver, BC V6P 1X9  
Or email application: [marpolecc@vancouver.ca](mailto:marpolecc@vancouver.ca)

## FREQUENTLY ASKED QUESTIONS

**How do I become a class instructor?** Interested instructors must complete and submit a proposal (below) along with required attachments. Proposals will be reviewed by a recreation programmer, and interviews will be held with contractors whose proposals are approved.

What are the timelines for submitting my application? (Classes are offered on a seasonal basis.)

If you would like to teach in	Please submit your application by
Fall (September through December)	June 8
Winter (January through March)	October 8
Spring (March through June) & Summer (Late June through August)	January 8

**How are contractors paid?** Marpole-Oakridge Community Centre offers 2 options for instructors:

- Volunteer Basis: An instructor may choose to volunteer their time in teaching and receive no wage. The instructor must fill out a volunteer sign-in sheet, and (if necessary) successfully pass a Police Record Check.
- Contract Instructor: Instructors sign seasonal agreements for services and the rate of payment is negotiated between the instructor and a community centre programmer. The contract instructor must submit an invoice(s) to the community centre programmer on a sessional or seasonal basis and is responsible for all income reporting and will not receive payroll based benefits nor have payroll based deductions taken off of their payments. The instructor must fill out a sign-in sheet including attendance data and (if necessary) successfully pass a Police Record Check.

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

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

**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, indirect costs, perceived value, and market norms.

**Please also include:**

- A current resume and/or portfolio
- Sample(s) of flyers, brochures, handouts or advertisements used for your class (optional)
- References are requested as part of the interview/assessment process

Thank you,

Marpole-Oakridge Community Centre Program Team



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## PROGRAM PROPOSAL

Date

Instructor Name					
Instructor Address					
Phone					
Email					
Instructor Bio Max 50 words					
Name of Course					
Student age	Min Age		Max Age		
Number of participants	Min		Max		
Course price proposal OR	Per Class	\$	Or Per Season	\$	
Percentage requested			Per Season	%	
Number of classes/season					
Special supplies req'd?	Y/N		Type of Supplies		Value \$
Required size of room or specific room needs					
Days of week preferred			Times of day preferred		
Specific requirements of course: mirrors, music, arts supplies, etc					
Expected fee (fill in one)	\$	Per Class	\$	Per Season	% of program fee
Description of course that could be used in a brochure: Max 50 words					
Notes					
<p>Please send completed forms to <a href="mailto:marpolecc@vancouver.ca">marpolecc@vancouver.ca</a> or drop them off at 990 W 59<sup>th</sup> Ave, Vancouver, B.C. <b>Attn: Recreation Programmer Note:</b> All aspects of this proposal are for information only and do not constitute or imply an agreement or contract for services.</p>					