Recreation Program Proposals

We are always interested in your skills and program ideas. To run a program for the Town of Innisfil Parks, Recreation & Facilities Department individuals must meet the following qualifications:

1. Experience in working with participants for the specific program
2. Commitment to provide services within the policies and practices for the Town of Innisfil Parks, Recreation & Facilities Department
3. Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious, sexual orientations and generational backgrounds
4. Able to produce a valid First Aid & CPR certificate
5. Submit a Criminal Reference Check

All program leaders are accountable to the following standards:

1. All programs enroll and maintain a minimum number of participants appropriate to the type of program.
2. All recreation programs have lesson plans
3. All Parks, Recreation & Facilities Program participants (adults, youth, and children) uphold safety rules and guidelines to ensure the environment is safe for everyone.

1. Instructor Contact Information

Name:	**Email:**
Daytime Telephone:	**Evening Telephone:**
Cell #:	
Address:	

2. Instructor Write Up – Please provide a written paragraph, also attach a resume and copies of qualifications

3. **Program Title & Description**

4. **Program Planning –** Please attach a sample lesson plan

5. **Facility Requirements** – list your space needs including electrical, tables, chairs, equipment, etc…

6. **Program Schedule –** List your preferred meeting days and times (dependent upon the availability of facilities), the program length (e.g. 1 hour) and the duration (e.g. 4 weeks)

Location:	**Day of the Week:**	**Duration:**
Start Time:	**End Time:**	**Hourly Rate:**
Minimum # of Participants:	**Max # of Participants:**	

Please submit your program proposal to Jodi Longland, Program Coordinator via email at jlongland@innisfil.ca or via fax at (705) 436-7120