

City of Pullman, Parks, Facilities, & Recreation Department

HOW TO BECOME AN INSTRUCTOR



Pullman Recreation Center, 190 SE Crestview St, Bldg B, Pullman WA 99163
509-338-3227 (Office/Fax) recreation@pullman-wa.gov www.pullmanparksandrec.com

Introduction:

Thank you for your interest in becoming an instructor with Pullman Parks, Facilities, & Recreation. Pullman Parks, Facilities, & Recreation is able to offer a wide variety of classes, sports, fitness programs, and workshops because of instructors like you, bringing a specific expertise or talent in offering programs for all ages and interests from martial arts, drawing, yoga and more.

Many people contact Pullman Parks, Facilities, & Recreation each year proposing to teach new classes. Sometimes we have an instructor currently teaching a similar class. Sometimes the course proposed just doesn't fit within our goals. But sometimes we find a great new area of programming!

- Speak to a Recreation staff person regarding the type of class you would like to propose. As we have different needs and classes for different segments of the population, you should be familiar with existing classes with which your class best fits.
- Request and complete an Instructor Interest Form. This form outlines your thoughts for the class, including times, dates, length of class, and what you'll be teaching. The completed form will assist our staff in determining whether we have a physical space available, if the class fits our programming goals, as well as who you hope to reach when offering the class. It also helps us determine financially whether the course will produce revenue. A copy of the Instructor Interest Form can be found on the last three pages of this packet.
- Submit the completed Instructor Interest Form, to Pullman Parks, Facilities, & Recreation 190 SE Crestview St, Pullman WA 99163 or email the form to recreation@pullman-wa.gov. Your class idea will be reviewed by Recreation staff who will supervise the program. If your class is accepted, you will work directly with an assigned Recreation staff person to establish the class date(s), fee structure, space needs, etc.
- Your assigned Recreation staff person will discuss payment/salary during the proposal process.
- Pullman Parks, Facilities, & Recreation, Pullman Recreation Center offices are open Monday-Friday 8:00am-5:00pm.

Timeline:

Our class schedule is finalized several months in advance.

If you would like to teach in:

Fall (September, October, November, December)

Winter/Spring (January, February, March, April)

Summer (May, June, July, August)

Deadline is:

July 1

November 1

March 1

Who We Reach:

- The Pullman Parks, Facilities, & Recreation Activity Guide is a collaborative guide sent to our current account holders and multiple places of business within Pullman. The Pullman Parks, Facilities, & Recreation Activity Guide is distributed three times a year.
- The Recreation Activity Guide is accessible 24/7 at www.PullmanParksandRec.com and instantly directs customers to our online registration site www.Rec1.com.
- Pullman Parks, Facilities, & Recreation promotes classes through our website – www.PullmanParksandRec.com
- Classes can be advertised via flyers, on the City of Pullman Facebook/Instagram/Twitter accounts, in the monthly update of Parks, Facilities, & Recreation E-newsletter, Pullman Community Update, press releases, email notifications to our customer database, and digital distribution at Pullman School District.
- The City hosts several special events throughout the year and the Recreation Activity Guide is present to help advertise your class(es).

How We Can Help You:

- Pullman Parks, Facilities, & Recreation provides facility space in the Pullman Recreation Center (gymnasium, classrooms, meeting rooms), the Pullman Aquatics & Fitness Center, or in city parks which are suitable for a variety of activities.
- Pullman Parks, Facilities, & Recreation handles all participant registrations, transfers, or refunds leaving instructors free to focus on teaching what they love without worrying about the clerical headaches.
- Pullman Parks, Facilities, & Recreation utilizes a registration system to maintain facilities, process registrations, and maintain contact information in an efficient manner.
- Instructors receive attendance rosters, waitlist reports, and we maintain the database to provide participant main contacts for all classes.



Instructor Interest Form

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The City of Pullman Parks, Facilities, & Recreation Department is always looking for quality instructors to enhance the variety of classes and workshops offered throughout the year. Our Recreation staff will work with you to make the experience of teaching in Pullman enjoyable and rewarding.

Instructor Information:

Date: _____

Instructor Name: _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

Email: _____

Previous Classes Taught by You:

1. _____ 2. _____

References 1:

Name: _____ Address: _____

Phone: _____ Email: _____

References 2:

Name: _____ Address: _____

Phone: _____ Email: _____

Class Information:

Season(s) you are interested in teaching (*you may choose more than one*):

- Fall (September, October, November, December)
- Winter/Spring (January, February, March, April)
- Summer (May, June, July, August)

Age Group you are interested in teaching (*you may choose more than one*):

- Infant
- Preschool
- Youth
- Teen
- Adult
- Senior Adult

Type of class you are interested in teaching (you may choose more than one):

- Animals/Pets
- Computers
- Cooking
- Enrichment/Hobby
- Fitness/Exercise
- Foreign Language
- Gymnastics
- Health/Wellness
- Martial Arts
- Music/Arts/Crafts/Theatre/Dance
- Nature/Outdoor Skills
- Childcare Provider Training
- Real Estate/ Finance/Investing
- Senior/Active Adult Classes
- Science
- Sports
- Other

Class Title: _____

Qualifications: Please describe your skills, certifications, degrees that qualify you to teach this type of class: *(please be detailed)* _____

Class Description: Please write in 50 words a creative description of the class; use second person "you"; create engaging first sentence outcomes, fascinating facts (this description will be used in our brochure, so know that we reserve the right to edit and reduce/increase word count to the class description as deemed necessary or appropriate): _____

Goals for Yourself and Participants: _____

Please describe any special space, equipment, or facility requirements you would need for this class: (please be detailed) _____

Minimum number of participants: _____ **Maximum number of participants:** _____

Preferred class days and times (i.e. Tues & Thurs @ 4:30pm-5:30pm):

1st choice: _____ **2nd choice:** _____

Number of weeks: _____ **Proposed Instructor Fee:** _____

Is a supply fee required: Yes No **If yes, how much?** _____

Are volunteers needed? Yes No

Desired Facility: _____

Please attach any additional materials:

- supply list
- proposed handouts
- course outline/syllabus
- photo of projects