

Stow Parks & Recreation

Got a talent?

We're looking for you!



Arts & Crafts



Music & Dance



Fitness & Wellness



Marketing, Graphics &
More



We're looking for instructors & specialists to bring new skills, hobbies, and passions to our community!*

Apply
Now



- Please note: Not all submissions will be accepted - spots are based on community needs, history of success, & program fit.



Instructors Guide

Thank you for your interest in becoming an instructor with the City of Stow Parks and Recreation Department. We are excited about the possibility of working together to reach our common goals and to serve our community.

The Department is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes, and events are more important than the activity itself.

HOW IT WORKS

The City of Stow Parks and Recreation utilizes independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors.

The process begins with the independent Contract Instructor “proposing” a course or activity. There is a form on our website that you are required to submit:

<https://www.stowohio.org/FormCenter/Parks-and-Recreation-7/Recreation-Contract-Instructor-Applicati-94>. The proposal is then submitted to the Stow Parks and Recreation Department. A Recreation Supervisor will then review the proposal, assess the “content” of the course/activity to determine its potential in meeting the Department’s vision and goals, and then contact you for a more detailed discussion. If there is further interest by Stow Parks & Recreation, a demonstration or “tryout” may be requested. At the discretion of the department, proposals will be approved or not. If approved, together, the Recreation Supervisor works with you to determine the specific design of a course/activity in regards to facility suitability, facility availability, fee structure, course time frames, participant maximums or minimums, age ranges, course descriptions, etc.

Once the Department and the instructor verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to.

ABOUT THE CONTRACT

- The City’s insurance does not cover Contract Instructors.
- The City of Stow does not withhold state or federal income tax but does report the contractor’s income via form 1099.

CONTRACT SESSIONS

The contract duration will coincide with the established sessions:

- WINTER/SPRING: Jan., Feb., March, April
- SUMMER: May, June, July, August
- FALL: Sept., October, Nov., Dec.

To market your activities, time must be allotted to create, edit, print, and publicize the information. Therefore, agreements must be completed by the following:

- WINTER/SPRING: October
- SUMMER: March
- FALL: July

COURSE DELIVERY POLICIES

Registration: Registration takes place through the Stow Parks and Recreation offices, online at stowohio.recdesk.org, or via tele-phone. Instructors should not be collecting money or registration forms. Participants who have not paid may not participate. Each activity is sold as a unit. Participants must pay the full fee.

Evaluations: Participant Surveys should be obtained from the Stow Parks and Recreation office, given to participants on the final day of the class or quarter, and re-turned to the Stow Parks and Recreation Office. They may also be sent out electronically or submitted through our QR Code.

Promotion: Stow Parks and Recreation will list all classes on our website and on the department Facebook page. All advertising done by instructor must represent it as a Stow Parks and Recreation program, must contain the Stow Parks and Recreation Logo and be approved by a Recreation Supervisor.

Course Cancellation: In the event that a class needs to be cancelled, the instructor must contact the Recreation Supervisor immediately. Stow Parks and Recreation staff will contact the participants regarding all cancellations, reschedules, or refunds.

POLICIES & PROCEDURES

Stow Parks and Recreation also holds Contract Instructors responsible for the following policies and procedures:

Personal Business: The Contract Instructor may not receive or make personal phone calls, nor have their own children with them, while instructing.

Working with and Releasing of Minors: If your class is youth focused, we will require a background check administered by the City.

Instructors must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty.

Instructor's Relationship with Participants: The instructor must not have contact with a single participant unobservable by other staff, parents or participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.

Safety: The instructor's primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the programs and facilities you are working in. If any aspect of the area appears unsafe, it is your responsibility to notify the Recreation Supervisor and to take actions that will ensure participant's safety.

First Aid: It is the instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, DO NOT MOVE the injured participant, call 9-1-1. If a child is involved, notify the parent/guardian immediately.

Discrimination and Harassment: The City of Stow has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct and must never engage in discrimination and harassment.

Closing of Facilities: Upon leaving, instructors must ensure that all doors are locked securely, alarms set, and all lights are turned off if facility staff is not present.

Representing the City: Instructors do represent the City. To some participants, the instructor is the only representative of the City they will see. Instructors must conduct themselves in a professional manner including dressing and speaking professionally and supporting policies and the City's decisions.

Any questions? Please email [Linda Nahrstedt, Parks and Recreation Director](#)