

Marshall White Center Instructor Application Packet

Thank you for your interest in being an instructor at the Marshall White Center.

Below is information about becoming a class instructor at Marshall White Center, together with an instructor application.

Please complete and submit the application along with the requested attachments before the due date corresponding to the session you would like to teach to:

Marshall White Center
Instructor Application
222 28th Street
Ogden, UT 84401

or marshallwhite@ogdencity.com (please state: "Instructor Application" in subject line)

Applicants will receive a response within fourteen (14) days of the submission deadline.

If you have questions, please call Juan Martinez at 801-629-8346.

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INSTRUCTIONS

How do I become an instructor at Marshall White Center?

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

Selected instructors will be required to pass a background check before final approval.

What are the timelines for submitting an application?

Classes are offered in four sessions.

If you would like to teach in Summer, please submit your application before: February 15

If you would like to teach in Fall, please submit your application before: May 15

If you would like to teach in Winter, please submit your application before: August 15

If you would like to teach in Spring, please submit your application before: November 15

How are instructors paid?

Instructors are required to sign an instructor agreement with Ogden City and must provide a W-9.

Instructors are paid a flat fee for each session during which the class is taught, in the amount of \$15.00 for each hour of teaching time during the session. Sessions are 6 or 8 weeks long, with classes held for an hour each week.

What days of the week can I instruct?

The Marshall White Center is open from 6:00 a.m. -8:00 p.m. Monday through Friday, and Saturdays from 7 a.m. to 3:00 p.m. Instructor applications should indicate their preference for class times during these hours.

How much will the class cost participants?

The cost for participants is \$10.00 per session. Any supplies, such as craft materials, are included in the cost.

Is your class tailored toward a particular age group?

What are the equipment and/or supply needs for your class? Please indicate whether you will provide equipment and supplies, or if they need to be purchased.

How many instructors or assistants are needed for this class?

Is there any other information about this class that you think would help staff evaluate this application?

INSTRUCTOR EXPERIENCE

Have you taught this class or a similar class before?

If so, please give details on the date, location of your previous class:

Years of teaching experience:

Relevant training or education:

Licenses or certifications:

List three references:

Name _____, phone number _____

Name _____, phone number _____

Name _____, phone number _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to my selection as an instructor at Marshall White Center, I understand that false or misleading information in my application or interview may result in my removal as an instructor and may result in disqualification from consideration of future employment with Ogden City.

Signature: _____ Date: _____