

## **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 [toddskeen@ogdencity.com](mailto:toddskeen@ogdencity.com) (please state: "Instructor Application" in the subject line)

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

If you have questions, please call Todd Skeen at 801-629-8374.

Ogden City is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law in employment or the provision of services. In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

## 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 8:00 a.m. - 8:00 p.m. Monday through Friday, and Saturdays from 8:00 a.m. - 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: \_\_\_\_\_

**SUBMIT APPLICATION**