

Becoming an Instructor with Cherry Hill Recreation – FAQ

How do I start the process of becoming a Cherry Hill Township recreational instructor?

You can go to <http://www.cherryhill-nj.com/127/Recreational-Programs> to download a “course proposal.” Alternatively, you may pick one up at the recreation department. All proposals are to be completed in its entirety and sent to the recreation department for review.

What happens after I submit my proposal?

Once your class proposal is received, it will be forwarded to recreation manager for review. The recreation manager will evaluate level of interest, the programs they already offer and time/space that is available, among other factors. They will contact you if the class fits their current programming needs.

What is the typical schedule for recreational classes?

All classes are typically scheduled quarterly throughout the year (Spring, Summer, Fall, Winter) and do largely depend on your schedule. However, facility schedules vary from season to season and the recreation department will assist you in coordinating a time that would work for interested residents. Most seasonal classes range from 4-10 weeks in length, with a possible exception for youth classes in the Summer. Most Summer youth programs/camps are scheduled for one week at a time and revolve around Morning Fun Camp.

Are there any proposal deadlines?

Deadlines are scheduled around the release of the quarterly Community Magazine that is distributed to most township residents. Deadlines vary from season to season. However, it is recommended to submit all proposals no later than 4-5 months in advance of proposed season. Nevertheless, you still may submit your proposals at any time. Typically, the Spring season begins in April, the Summer season begins in late June, the Fall season begins in September and the Winter season begins in January.

Do I need to be a licensed teacher?

Well, for the majority of our classes, not really. You would need ample subject knowledge and a passion to share that knowledge with your community. However, some exercise classes may require proper certifications or licenses.

Do I need to follow a specific curriculum?

You are not required to adhere to specific curriculum. However, it is strongly recommended to include a class weekly outline, learning objectives and a list of possible materials needed in your program proposal and for class participants.

Do you pay per class or per student?

We can issue payment by per class OR per student. Per student is highly recommended. All payments will be issued after all classes are completed for the season.

How much does a recreation instructor make?

This is dependent upon overall class costs, experience and similar class instructor payments. Instructors are not compensated for preparation time.

Who determines how much the class costs?

We generally determine how much the class will cost for participants, but your input/experience is appreciated. Class costs take into account instructor payment, class hours, registration and supply fees if any, etc. Our main goal is to offer exciting and intriguing classes at an affordable price.

What if there are supplies or copies I need for class?

The recreation manager will discuss all details with you. Most black/white copies can be copied in the recreation department office.

Do I need to pay for rental space?

All spaces will be provided for you at no cost.

Is there a minimum number of students required to hold the class?

For per class payments, a strict minimum number of students is required. For per student payments, a minimum is up to the discretion of the recreation manager and instructor. In the event there are not enough participants registered, the class will have to be cancelled.

If I am hired, will there be additional forms to be completed?

All hired instructors will receive independent contractor paperwork to be completed and returned to the recreation department. A separate yearly township contract will be issued and mailed to your home address or place of business. This can also be completed and returned to the recreation department. Finally, as an instructor, you will have to go through the background check process.

What type of classes are you looking for?

Generally, we are always looking for different and unique types of classes for youth and adults. Sports, S.T.E.M, exercise, dance & music, language arts, art & creativity, hobbies & leisure and adult enrichment are categories of classes that are most popular. Classes that anyone can participate in are highly recommended.

How are township classes advertised?

The Cherry Hill Recreation Department uses a number of different advertising mediums throughout the year. First, the township mails out its quarterly Community Magazine to the majority of its residents. The Community Magazine can also be picked up at the Township Municipal Building, the Cherry Hill Public Library or at the Croft Farm Arts Center. All classes can be viewed on the township website (<http://www.cherryhill-nj.com/Recreation>) or through Community Pass, the township's class registration website (<https://register.capturepoint.com/cherryhill>). Classes are also advertised through township email blasts and through social media websites (Facebook and Twitter). Since we offer up to hundred different classes at a time, it's not ideal to promote singular classes. Occasionally, flyers will also be used to promote specific programs. You may certainly promote/link your classes through Cherry Hill Recreation's social media outlets with your own social media accounts.

What else do I need to know?

All Community Magazine and seasonal classes can be viewed electronically here: <http://www.cherryhill-nj.com/Recreation>. Registration for all township classes can be done at the recreation department or online at: <https://register.capturepoint.com/cherryhill>. You will receive roster updates through the recreation department in advance of your class(es).