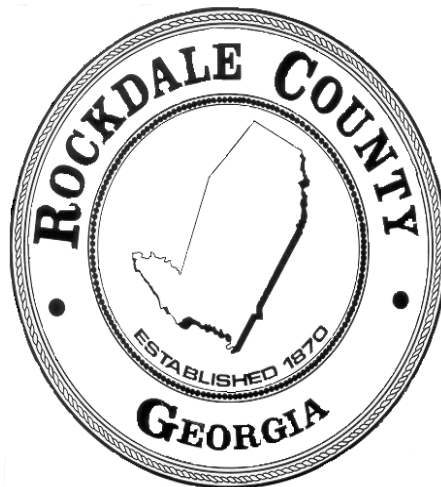


ROCKDALE COUNTY, GEORGIA

OPEN APPLICATION PROCESS FOR QUALIFIED INSTRUCTORS TO TEACH RECREATION CLASSES

**For the Rockdale County
Parks and Recreation Department**



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
CONYERS, GA 30012
770-278-7552**



Rockdale County – Parks and Recreation Department

RECREATION INSTRUCTOR APPLICATION

INSTRUCTIONS: Print or type name exactly as it appears on your driver's license (must be 18 years of age or older to apply).

APPLICANT'S INFORMATION			
Applicant's Name (Last, First, M.I.)		Last four digits of Social Security No.	Driver's License Number
Street Address		County of Residence	Date of Birth Sex/Race
City	State	ZIP	Occupation
Home Telephone ()	Cell Telephone ()	E-Mail	
Business / Organization (if applicable)		Business Telephone ()	Business Mobile / Cell Telephone ()
Business Address		County of Operation	
City	State	ZIP	Website URL (if applicable)
Are you currently certified and adding another program to your certification? If yes, instructor number: _____			
I'm applying for certification in <input type="checkbox"/> Nutrition <input type="checkbox"/> Art <input type="checkbox"/> Swimming <input type="checkbox"/> Kickboxing / Karate <input type="checkbox"/> Yoga <input type="checkbox"/> Other			
Do you have any disabilities (this information is voluntary and will be used for statistical purpose only) <input type="checkbox"/> YES <input type="checkbox"/> NO			
Provide teaching and/or special training experience. (attach copies of certificates)			
Give two references who may have knowledge of your qualifications.			
1. _____			
2. _____			
Give a brief explanation of your interest to become a Recreation Instructor.			
Have you ever been convicted? of a Misdemeanor (including moving violation) <input type="checkbox"/> YES <input type="checkbox"/> NO of a Felony <input type="checkbox"/> YES <input type="checkbox"/> NO			
Program Schedule (indicate if this program would be for) <input type="checkbox"/> January -April <input type="checkbox"/> May-August <input type="checkbox"/> September - December			
Program Title			
Detailed Program Description			
Learning Outcomes (What are the class benefits? What will participants learn?)			

Creative Description of the Program <i>(This could appear on a departmental brochure)</i> _____ _____ _____	
Target Audience <input type="checkbox"/> Teens <input type="checkbox"/> Family <input type="checkbox"/> Seniors	
Program Length <i>(specify number of days or weeks)</i> _____	
Program Frequency <i>(specify frequency, i.e.: once a week, twice a week, ect.)</i> _____	
Program Time Preference <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening _____	
Program Day Preference <i>(specify a day(s) of the week)</i> <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday _____	
Minimum number of participants per class _____	Maximum number of participants per class _____
Type of Venue preferred (community center, park, etc.) _____	
Estimated Supplies Fee <i>(per person or overall cost)</i> _____	

I hereby certify that the statements on this application are true. I understand certification can be denied by Rockdale County if information has been falsified or misleading. I authorize Rockdale County to conduct a background investigation prior to certification.

Signature of Applicant

Date

INTRODUCTION:

Rockdale County is currently accepting applications to be placed on a list of **Qualified Instructors to Teach Recreation Classes for the Rockdale County Parks & Recreation Department.** Instructions for preparation and submission of qualifications are contained in this packet. Applications must be typed or printed in ink.

Rockdale County provides equal opportunity for all persons or businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, and handicap or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

Applications will be received via email to Adrienne Brown at Adrienne.m.brown@rockdalecountyga.gov.

PURCHASING CONTACT FOR THIS REQUEST:

All questions are to be addressed to the Buyer at the following email address:

Rockdale County Finance Department
Attn: Adrienne Brown
Phone: (770) 278-7557
E-mail: Adrienne.m.brown@rockdalecountyga.gov

TERM:

The application process is open all year and applications may be submitted at any time during the calendar year.

REQUEST FOR QUALIFICATIONS

For Qualified Instructors to teach for the Rockdale County Parks & Recreation Department

Information / Scope of Work:

Rockdale County is seeking positive, enthusiastic, and motivational instructors to qualify for a list of approved instructors to teach classes in our Recreation Program. Classes needed are Yoga, Sports Camps, Triathlon Training, Swim Team, Therapeutic Swimming, Private Swim Lessons, Aqua Zumba, Zumba, Zumba Gold, Zumba SenTao, Pilates, Tai Chi, Kung Fu, Karate, Kickboxing, Boot Camp, Art Classes, Line Dancing, Dance Classes, Drama Classes, Youth Academic Tutorial Services and Nutrition Classes. Instructors should have at least two years of teaching in a recreation environment and must provide a description and summary of class content. Instructors also must be able to engage in the same exercises they ask of clients. Instructors will have to pass a background check and drug screen prior to being placed on the qualified instructors list. As classes become available, qualified instructors will be auditioned before being approved to teach classes and being placed on the schedule. Rockdale County sets the class schedules and locations.

Program Proposals:

We welcome any program idea that reflects the needs and wants of the residents of Rockdale County. All potential program instructors must complete and submit a program proposal as well as copies of related certifications including CPR/First Aid and a resume to be considered. We are interested in programs that focus on eight categories including:

- Arts
- Music
- Educational
- Sports & Fitness
- Seniors
- Teens
- Family
- Environmental

Qualified Instructors are needed for (but not limited to) the following classes:

- Yoga,
- Sports Camps,
- Triathlon Training,
- Swim Team,
- Therapeutic Swimming,
- Private Swim Lessons,
- Aqua Zumba,
- Zumba,
- Zumba Gold,
- Zumba SenTao,
- Pilates,
- Tai Chi,
- Kung Fu,
- Karate,
- Kickboxing,
- Boot Camp,
- Art Classes,
- Line Dancing,
- Dance Classes,
- Drama Classes,
- Youth Academic Tutorial Services,
- and Nutrition Classes.

REQUEST FOR QUALIFICATIONS

Continued

Instructors must submit the following documents:

- Background Check Form
- Resume' with references
- Certification in relation to class that they will be teaching, if required
- A copy of current CPR/First Aid certificates
- Verification of experience (Instructor must have at least 2 years of experience, teaching in a recreation environment)
- Description and summary of class content (Flyers and photos may be included)
- New Vendor Packet & W-9 Tax Form (if new vendor / not a current Rockdale County vendor)

Instructor Qualifications:

- Experience working with the target market for the specific program.
- A strong commitment to recreation development of Rockdale County.
- Commitment and continued availability to your program.
- High level of expertise and above average people skills.
- Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious, and generational backgrounds.
- Instructor must be able to engage in the same exercise they ask of clients.
- College education in exercise, nutrition or wellness preferred.
- Upon approval, a class audition will be required prior to class being placed on schedule.

Other Qualifications:

- College education in exercise, nutrition or wellness is preferred.
- Instructor must be positive, enthusiastic, and able to motivate clients.
- Audition of class will be required before being approved to teach classes.
- A background check will be required and performed by the County prior to being placed on the approved list.
- A Drug screening test will be required for each applicant being placed on the approved instructors list only. (Note: this test will be at the instructors' expense). The County will notify each instructor if / when they are to have a drug screen performed. Drug screenings will be performed at the following location: **TBD.**

**Affidavit Verifying Status
for County Public Benefit Application**

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

*

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20__.

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
