



Dear Prospective Course Instructor,

The Enrichment Academy team is excited to announce the kickoff of a new era and curriculum October 2017.

In order to provide a quality lifestyle service to our residents, we will be growing The Enrichment Academy in phases. As part of our initial phase, Phase I, all offered courses will be “Core Courses.” These Core Courses are defined as academically and culturally enhancing, and teach students the foundational knowledge and skills they need for growth. Examples of courses include: writing; foreign language; history; art, dance, science; and basic technology.

The Enrichment Academy team welcomes prospective instructors who feel they teach “Core Courses” to submit an application for review, and consideration in our Phase I curriculum. Instructors will be contacted to schedule an appointment with The Enrichment Academy Recreation Manager. All approved instructors are classified as Adjunct Instructors. Additional contractual agreement and policy information will be provided if chosen.

To be considered, you must meet the following expectations:

- Must be 30 years of age or older with a valid Resident ID, unless otherwise advertised.
**Does not include Special Speakers*
- Provide three (3) references relative to topic
- Pass any requested background check
- Have relative knowledge of submitted course
- Have a valid Florida Driver License
- Submit a completed, legible application
- Meet the “Core Course” definition
- Provide a valid email address and phone number
- Meet all survey requirements
- Must complete and return a W-9
- Adhere to the Core Values and The Enrichment Academy guidelines
- Submit application to: The Enrichment Academy,
Attn: Melanie Sarakinis, 984 Old Mill Run, The Villages, FL 32162

Adding new instructors and courses is a vital part of our curriculum process, and we are excited about the opportunity to welcome instructors like you each semester. For questions in regards to this process, feel free to call (352) 674-1800, 8AM-5PM, Monday - Friday.

Sincerely,

Melanie Sarakinis

Recreation Manager - The Enrichment Academy
Melanie.Sarakinis@DistrictGov.org



The Enrichment Academy

Our Purpose

“To provide and preserve community enrichment and the active lifestyle in The Villages® community, Florida’s Friendliest Hometown®.”

Our Vision

“To create a dynamic personal enrichment culture that meets individual participants’ needs, while being a cornerstone for learning.”

Our Mission

“Committed in helping stimulate and empower participants to learn new skills and become fulfilled in learning through knowledge, mastery, and growth.”

Course Instructor

Purpose - To provide leadership as an adjunct instructor to teach a course that fulfills an educational, social, recreational, emotional or physical need to participants of The Enrichment Academy.

Expectations:

- Provide course instruction in a classroom, lab or multipurpose facility.
- Provide various delivery methods of instruction in the class to afford an enjoyable classroom environment for participants.
- Develop own teaching materials by providing handouts and other basic learning support materials.
- Handle instructional paperwork, and submit all required paperwork in a timely manner.
- Undertake duties related to course administration, such as attendance sheets and evaluations.
- Be creatively engaged in instructional development and research to improve participant learning and remain current in field of study.
- Attend meetings and/or special events held by The Enrichment Academy to help promote individual courses and the organization as a whole.
- Abide by the policies and procedures of The Villages Community Development Districts and the Course Instructor Guidelines.
- Communicate with Recreation Manager/Supervisor concerning any issues related to Recreation Center operations.
- Demonstrate the ability to work well with people of diverse backgrounds.
- Abide by the Core Values and show an enthusiasm, dedication, sense of humor, and passion for teaching.
- Demonstrate outstanding interpersonal, organizational, and communication skills.
- Maintain a warm, helpful and friendly attitude inside and outside the classroom.
- Flexible and responsive to change.
- Comply with all licensure/tax requirements, if applicable, including copyrights.



The Enrichment Academy Course Instructor Application

Applicant Information

(Print Clearly)

Name (Last, First, Middle): _____

Address (Street, City, State, Zip): _____

Phone: _____ Email: _____

FL Driver License #: _____

If you are not a US Citizen, are you legally permitted to work in this country? Yes No

Are you presently under contract with another learning facility? Yes No

Are you presently a Group Leader for a Recreation Resident Lifestyle Club? Yes No

Contact In Case of Emergency:

Primary Name (Last, First, Middle): _____

Phone: _____ Relationship to you: _____

Secondary Name (Last, First, Middle): _____

Phone: _____ Relationship to you: _____

Please Read Below Carefully

NOTE: Due to the role of Course Instructors, The Villages Center Recreation Department reserves the right to do a background check on all applicants. The department will utilize the website <http://offender.fdle.state.fl.us> for this service.

By affixing my signature hereto, I authorize The Villages Community Development District to obtain any file(s) or data to verify my education, previous employment, work history, military service, credit history, personal or business references, motor vehicle records and to receive any criminal history records pertaining to me which may be in Federal State, or Local Criminal Justice agencies in any state and/or other information as deemed necessary from all geographical locations in which have been employed or resided. I also agree to list all names to which I have been known in order to ensure a complete and accurate background check.

Other names by which known: _____

I authorized persons, schools, current and former employers, military agencies to release any information that is requested. This includes authorizing the release of information about non-judicial punishment that might have occurred in the Air Force, Army, Navy, Marines, National Guard or any other branch of military services. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information.

I understand that a felony conviction will not necessarily be a bar to employment and that such factors as age at the time of the offense, seriousness and nature of the violation(s) will be taken into account.

Furthermore, I agree that I will be in conformance with the Americans with Disability Act. I also acknowledge by my signature that I have been offered a position contingent upon a satisfactory background check.

Applicant Name: _____

Signature: _____ Date: _____



Proposed Course Title: *(Make it short and catchy)* _____

Proposed Course Description: *(Limit to 100 words. Remember to include what a participant can expect from the course experience)*

Instructor Biography: *(Limit to 80 words. The bio will be used to introduce you to participants. Include your educational background, teaching experience that pertains to this topic, special training or qualifications in this subject area)*

Recommended Class Size: Min: _____ Max: _____

Proposed Length *(Example 4 weeks)*: _____

of Days per Week: _____

How Much Time per Class Date *(Example 90 minutes)*: _____

Preferred Day (Circle any): Su M Tu W Th F Sa

Preferred Time *(Please list two options)*: _____

Location Preference *(Please list two options)*: _____

What supplies, if any, will participants need to purchase for class: _____

What supply fee, if any, will be required from participant for class: _____

Preferred Catalog Category: Title: _____ Title: _____



- What is your class format:**
- Conference style with tables and chairs
 - Lecture style with podium and chairs
 - Open style with chairs around perimeter
 - Preset room (example art room or card room)
 - No preference
 - Other, please explain: _____

Special Room Requirements - If you have a specific floor plan or room requirements, please submit a copy of the floor plan or list of those needs with this application.

Technology Requests (We will make every attempt to accommodate requests, but supplies are limited. Special equipment is subject to availability at each facility) **Check all that apply:**

- LCD projector to attach to YOUR laptop
- Speakers
- Screen or blank wall
- Internet connection
- Dry erase board
- Easel
- DVD player
- Microphone
- Podium

This application will be received as a **request** and does not guarantee a specific facility, day or time. Similar times will be offered the same day and time as existing events whenever possible. We will do our best to accommodate your request.

Please include with this application:

- Your resume with three references relative to topic
- Course outline
- Any floor plan or special room requirements

Our course instructors are paid on a per student rate, and are paid after the conclusion of the course when a completed attendance sheet has been submitted and verified. Payment may take up to forty-five (45) business days after receipt of required paperwork.

Please list an approximate amount you need to make for course facilitation: \$ _____ per person

Agreement Terms

By signing this agreement, Course Instructor certifies the answers given herein are true and complete to the best of his/her knowledge. Applicant understands any false or misleading information given in this application or interview may result in dismissal of agreement. Also understood by applicant is the requirement to abide by all policies and procedures of The Villages Community Development District, which includes no promotion of any kind of business or organization outside of The Villages CDD, and no operation of a business in a person's home.

Applicant Name: _____

Signature: _____ **Date:** _____



Recreation Code of Conduct

When the Recreation Department undertakes programs and activities, we have certain expectations at our recreation facilities and use of those facilities. We require that since you have applied to teach at the facilities, you agree to the department rules and regulations that govern same. In addition we require that you will address any/all issues as reasonable adults, utilizing the mechanisms that are in place for resolution of such issues.

1. The use of obscenity, profanity or vulgarity in any conversations involving participants or department staff will not be tolerated.
2. It is everyone's responsibility to maintain a safe, pleasant and comfortable classroom atmosphere.
3. Every individual who participates in this program has the right to be treated with respect. The Golden Rule "Do unto others as you would have them do unto you" prevails.

Our Core Values

We believe the following values are critical to our success. We strive to promote these values and demonstrate our commitment to them with our words and actions daily.

Hospitality - "The taste of the roast is determined by the handshake of the host." (Benjamin Franklin)
We believe in creating an atmosphere in every arena which is: of high quality, friendly, warm, comfortable, clean, honest, welcoming and like home.

Innovation & Creativity - We provide opportunities for learning and newness. Residents, employees, and all helpers are encouraged to grow and change. We embrace personal and professional progress. We believe in organizational innovation, risk taking, and "out of the box" thinking.

Stewardship - We believe each employee acts as a steward of our resources. Stewardship includes prudent decision making and accountability. We each embrace the full measure of both freedom and responsibility in the execution of our position. We choose to treat The Villages® and all its resources as "ours" to nourish and protect.

Hard Work - We are committed to excellence in all that we do. Our work ethic reflects a personal pride in our work and in our community. We believe in exceeding everyone's expectations with our effort and our results. We enjoy the good feeling derived from completing a job well done.

Proprietary Activities at Recreation Centers

The sale of goods and/or services for profit in District facilities requires specific approval from the Director of Recreation. The Enrichment Academy Course Instructors will need to submit all course fee and supply needs of participants for prior approval.

Acknowledgment

I have read; fully understand the "Recreation Code of Conduct," "Core Values" and Proprietary Activities as outlined above. I also understand that, if at any time I have questions regarding same that I can contact any member of the Recreation Department for assistance.

Applicant Name: _____

Signature: _____ Date: _____

For questions regarding the Course Instructor Application and opportunities, or the Recreation Code of Conduct, please call The Enrichment Academy at (352) 674-1800, or visit our website at districtgov.org.