



Prospective Course Instructor or Speaker

The Enrichment Academy welcomes prospective instructors and special speakers to submit an application for review and consideration for our program. If the proposed course or lecture complements the curriculum, does not promote a business and has met all requirements, an appointment will be made with our team to finalize application process. Additional contractual agreement and policy information will be provided if chosen.

Consideration requirements:

- 30 years of age or older with valid identification
- Provide three (3) references relative to course or lecture topic
- Pass any requested background check
- Completed W-9 (instructors/speakers provide leadership as an independent contractor)
- Adhere to the core values and guidelines of the VCCDD Recreation & Parks department

Adding new instructors and special speaker lectures are vital parts of our curriculum process. We encourage you to become familiar with our program before submitting a proposal. Visit our website at www.DistrictGov.org for additional Enrichment Academy information, news and updates. If there are any questions on the application process, email TheEnrichmentAcademy@DistrictGov.org or call 352-674-1800, Monday–Friday 8am–5pm.

What does a Course Instructor or Special Speaker offer?

Course Instructor: Provide leadership as an instructor to teach a course that fulfills an educational, social, recreational, emotional or physical need to participants of The Enrichment Academy.

Special Speaker: Prepare, present and motivate or educate participants on leading-edge research, historical events, innovative techniques, emerging trends, or real life experiences.

Expectations

- Provide clear delivery methods of instruction or dynamic speaking presentation to afford an enjoyable experience for participants.
- Develop course/lecture curriculum and learning support materials or handouts
- Utilize electronic methods of communication with participants and staff
- Creatively engage in instructional development and research to improve participant learning and remain current in field of study.
- Demonstrate outstanding interpersonal, organizational, communication skills, flexible to change and work well with people of diverse backgrounds.
- Submit all required paperwork in a timely manner and participate in events held by TEA to promote individual courses and the organization as a whole.
- Arrange all necessary personal travel arrangements.
- Abide by the policies and procedures of The Villages Community Development Districts, instructor guidelines, core values and code of conduct.
- Comply with all licensure/tax requirements, if applicable, including copyrights.

Compensation

Instructor/speakers are independent contractors and not employees of The Villages Community Development District. VCDD shall neither pay nor withhold federal, state or local income tax or payroll tax of any kind on behalf of the instructor/speaker. Instructor/speaker rate of compensation will be outlined in individual agreement.

At the Core of The Villages®

The Villages® is a big company with a small company feel, built on a set of core, family values that are reflective throughout every aspect of our community, through our daily words and actions. We believe that our commitment to these values is what makes The Villages®, Florida's Friendliest Hometown™.

- **Hospitality:** We believe that “the handshake of the host determines the taste of the roast.”
- **Hard Work:** We exceed expectations with our effort and results.
- **Stewardship:** We treat The Villages as ours to protect and nourish
- **Creativity:** We embrace *change for the purpose of finding a better way.*

The District Recreation team welcomes you to a world of fun, friendships and learning! Our team of recreation staff is here to help you explore the variety of services and facilities we offer to enhance your active lifestyle in Florida's Friendliest Hometown™.

Recreation Code of Conduct

Recreation is an integral part of the lifestyle of The Villages® community, providing our residents with outlets for leisure, exercise, socializing and entertainment. So that our programs and activities remain enjoyable for everyone, it is important that we respect our recreational facilities and fellow residents who utilize them. When you apply to use the facilities, we share with you the recreation code of conduct. If any issues arise we ask that you work towards a resolution, taking advantage of the following mechanisms which are in place to help you with any 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 playing 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.*

Proprietary Activities at Recreation Centers

The Enrichment Academy activities are available for the enjoyment and betterment of our community. Persons or groups wanting to sell goods and/or services for profit in District facilities must request specific approval from the Director of Recreation.

Application Submission Process

Instructor/speaker applications must be submitted via form/survey on our website: www.DistrictGov.org. or pick up a printed copy of the application at any Regional Recreation facility. Applications are received as a request for consideration and does not guarantee contractual engagement, facility or schedule. When submitting proposal, applicant agrees to abide by all of the 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.

Course Semesters

Fall/Winter = October 1st – March 31st **Spring/Summer** = April 1st – September 15th