

RECREATION PROGRAM

Instructor Packet



City of Woodland Park
Parks and Recreation Department
(719) 687-5225
220 W South Avenue, Woodland Park , CO 80866



Do you have a passion or skill? Imagine sharing that enthusiasm with your community and leaving a lasting impact on others! The City of Woodland Park, Parks and Recreation department invites you to become a Recreation Program Instructor - a fantastic opportunity to turn your hobby into a rewarding teaching experience. Our commitment is to provide inspiring programs, in welcoming facilities, and picturesque parks that enhance the quality of life for everyone in our community. By joining us as an instructor, you contribute not only to the personal growth of individuals but also to the vibrant tapestry of Woodland Park itself.



Ready to make a difference? Share your passion, inspire others, and become a catalyst for positive change in Woodland Park! Apply today and let your expertise shine. Together, let's make Woodland Park the best place to learn, grow, and thrive!

Please Submit:

- Completed Class Proposal
- Instructor Contract
- IRS W-9 Form
- Background Check Authorization

Become an Instructor?

Teaching for Woodland Park, Parks and Rec is more than just a job – it's a chance to cultivate connections, foster community spirit, and showcase the diverse talents within our town. Whether you excel in arts and crafts, fitness, music, or any other area, your expertise is valued, and we want to empower you to share it.

Teacher Responsibilities

- Develop and implement program curriculum
- Provide all program supplies (unless stated in class proposal)
- Provide staffing (if needed)
- Communicate with Parks and Recreation Program Coordinator
- Submit Class Sign in Sheet/Drop-in Forms in a timely manner
- Follow all City of Woodland Park Contract instructor Guidelines and Procedures

Parks & Recreation Responsibilities

- Perform background checks
- Collect tuition payments and registration details
- Provide a safe, clean environment for your program
- Process your payment at the end of each month (75% of fees-facility fee)
- Distribute program rosters to instructors
- Market programs widely using digital channels such as Peak Radar, Community Calendars, Facebook, Instagram and using hardcopies at community spaces.

Class Proposal

Instructor Information							
First Name		Last Name					
Street Address		City/Zip					
Email		Phone					
Qualifications							
List education, training, certification, and/or experience which qualify you to teach this class.							
Class Title							
Class Description (as you would like it to appear in promotional materials)							
Class Specifics							
Participants	✓	Day(s)	✓	Room	✓	Equipment	✓
Adult Women		Monday		Classroom(carpet)		Desks	
Adult Men		Tuesday		Classroom(vinyl)		Tables	
Seniors		Wednesday		Gym		Chairs	
Preschool		Thursday		Kitchen		Easels	
Lower Elementary		Friday		Other		Other	
Upper Elementary		Saturday					
Middle School		Sunday					
High School		Time(s)					
Program Dates							
January				July			
February				August			
March				September			
April				October			
May				November			
June				December			

Parks & Recreation Contacts

Director	Cindy Keating	ckeating@cityofwp.net
Sports Coordinator	Mary Moodey	mmoodey@cityofwp.net
Program Coordinator	Maria Navaratne	mnavaratne@cityofwp.net
Aquatics Manager	Brady Warner	bwarner@cityofwp.net
Aquatics Assistant Manager	Louis Lang	llang@cityofwp.net
Event Center Manager	Melody Klema	mklema@cityofwp.net

Parks and Recreation Office	(719) 687-5225
Woodland Aquatic Center	(719) 687-5233

Parks and Recreation Website	
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Instructor Packet 2024 - Fillable	
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