

Key Biscayne Community Center Contract Instructor Information

- A. ACTIVE ISLANDER BROCHURE SCHEDULE** (tentative)
- i. Summer Issue (covers May, June, July, August)
Class information due by March 1; Mailed by May 1
 - ii. Fall Issue (covers September, October, November, December)
Class information due by June 1; Mailed by August 8
 - iii. Winter/Spring Issue (covers January, February, March, April)
Class information due by October 1; Mailed by December 10
- B. CLASS SCHEDULES & PREPARATION**
- i. Instructor responsible for checking in with Youth/Teen Programs Coordinator (David Plotkin) or Adult/Senior Programs Coordinator (Roxy Lohuis) at least 72 hours prior to class start to discuss registration numbers and confirm that class will take place
 - ii. Staff is not responsible for reminding instructors when their class will begin
 - iii. Instructor responsible for obtaining class list from Front Desk before class
 - iv. Instructor responsible for ensuring that all class participants have paid before taking class
 - v. Community Center Closings (other changes to closings and operating hours at our discretion):

January 1 – New Year’s Day	December 25 – Christmas Day
November 27 – Thanksgiving Day	July 4 – Fourth of July
- C. TARDINESS/CANCELLATIONS**
- i. Planned class cancellations or changes must be approved by CC Manager
 - ii. Unexpected class delays or cancellations must be reported ASAP to 305-365-8900 and CC Manager – not doing this makes us ALL look very bad!
- D. MARKETING & FLYERS**
- i. All materials ***must*** be approved by the Community Center Manager (submit by email)
 - ii. Posting of flyers in building should be done by CC Management, not instructor
 - iii. Instructors should market their program all over the Key
- E. PAYMENTS**
- i. Must be requested by instructor at the end of their session
 - ii. Please be patient - allow at least 2 weeks for processing
- F. INSTRUCTOR’S USE OF THE COMMUNITY CENTER**
- i. Unless instructor is a Community Center member, he or she is not allowed to use the facility, including the gym, pool, etc.
 - ii. No one is allowed to take exercise classes without paying
- G. MANAGER ON DUTY** – David Plotkin, David Carreno, Willy Carmenaty
- H. INCIDENT REPORTS** – please report incidents, problems, issues to Management – don’t let us hear it from someone else
- I. BACKGROUND CHECKS** – all instructors are subject to background check before commencing a program.