



OUT OF SCHOOL PROGRAMS

Palm Beach County Parks and Recreation Department

RECREATION MODULE GUIDELINES

Thank you for your interest in developing Recreation Modules for after school programs throughout Palm Beach County. We are always looking for Recreation Consultants who teach unique and exciting leisure activities to our youth. The following information defines the terms Recreation Consultant and a Recreation Module:

- ☞ A Recreation Consultant is an individual who has been approved by Palm Beach County Parks and Recreation Department/Out of School Program to work as an instructor in an after school program implementing a Recreation Module and/or Special Event.
- ☞ A Recreation Module is a planned series of classes that focus on a specific theme or area of skill development. Examples might include, "Nature Photography," "Designing Your Dream House," "Beginning Tumbling," or "Learn to Golf." These modules will be conducted at various middle school after school programs throughout Palm Beach County. In addition to specific skill development, the modules strive to incorporate varied learning opportunities. By helping to develop and conduct high quality Recreation Modules, you will be providing participants exposure in your field of expertise that will facilitate and build life-long skills and resiliency in the youth of Palm Beach County.

Below is a list of guidelines to follow when developing Recreation Module Lesson Plans or Special Event. Please make sure to review these guidelines and plan your lesson(s) accordingly.

All Recreation Modules must meet the following specifications:

- ☞ Recreation Consultants must be available to conduct Recreation Modules at least one consistent day per week between the hours of 3:00 p.m. and 6:00 p.m.
- ☞ Complete the Recreation Consultant Application (only needs to be completed once unless the contact information has changed).
- ☞ The Recreation Module, Special Event and/or Field Trip Lesson Plan are to be completed for each module, special event or field trip that is offered.
- ☞ Recreation Modules are offered in sessions, and may be offered once or twice weekly for up to 10 weeks.
- ☞ The duration of Recreation Modules vary in length from 45 to 90 minutes. Special events and/or field trips vary depending upon the module or trip being offered. ***Remember to consider age group and type of activity when determining program length.**

☞ When developing your Recreation Module:

- Provide a summary for each module you offer. This will be published in the Out of School Programs Resource Guide distributed to out of school providers and advertised on the Palm Beach County Parks and Recreation Department Website.
- Show the progressive learning opportunities that will occur from session to session, establish goals and objectives, list equipment and supplies and give a brief description of the sessions activities, including attachments if applicable.

- ❑ Complete the Fee Worksheet Section and include your estimated fixed and consumable costs.

Plan for a minimum of 5 participants and a maximum of 25 participants. Special Event participation will vary depending upon the activity being offered.

- ❑ Please remember to remain flexible and to take into consideration that participants will have varied skill and interest levels that may require you to adjust the activity.
- ❑ When establishing fees please be advised that it is best to have program fees reflect an hourly or flat rate. If equipment and supply costs are a requirement of your module, we encourage you to incorporate this into your hourly or flat rate. This allows flexibility when the School District of Palm Beach County enters into a contract with you, the Recreation Consultant. Schools that choose to use your services for additional time can be charged a prorated fee based on the hourly rate. We realize that all programs may not fit within these guidelines and each will be reviewed on a module by module basis.

☞ **Once your Recreation Module(s) have been approved:**

- ❑ Your Recreation Module Summary will be published in our Out of School Programs Resource Guide. This Resource Guide is forwarded to the Middle School After-School Directors and to various out of school providers throughout Palm Beach County.
- ❑ Out of School Programs does not participate in the scheduling of Recreation Consultants in the Middle School After-School Programs. The Middle School After-School Directors will contact you to schedule modules based upon the interest and needs of the students in their programs. We strongly encourage you to advertise and market your *approved* Recreation Modules to the Middle School After-School Directors.
- ❑ Once your recreation module(s) have been approved all prospective Recreation Consultants are required to have a Nationwide Background Check conducted and approved by Palm Beach County School District Police (this includes substitutes and volunteers). All fees for the Nationwide Background Check are to be paid by the prospective Recreation Consultant. Once your background check has been approved by School District Police you may begin working as a Recreation Consultant for Palm Beach County Parks and Recreation. (*See Recreation Background Check Approval Process.*)

If you have questions or need additional information please contact:

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Becoming a Recreation Consultant requires commitment, perseverance and a passion for working with youth. We appreciate your commitment to enriching the lives of our youth and support the unique recreation and leisure opportunities provided by our Recreation Consultants. The Recreation Module concept allows the Palm Beach County Parks and Recreation/ Out of School Section to provide a variety of resources to out of school providers. We believe these unique experiences will spark the spirits of youth and encourage passion for life long leisure. Together we can provide enriching leisure opportunities at the most critical time of the day...after school.