



March 22, 2025

Dear Potential Contractual Instructor:

We are happy you have expressed interest in teaching for the Town of Windsor Parks, Recreation & Culture. Our contractual group exercise instructors compensated on a per class basis. The rate will be determined by instructor qualifications and experience starting at \$25 per class. Required certifications depend on the type of program taught and are determined by the Recreation Department.

Minimum requirements for the fitness contractual are as follows: The Town requires current group exercise certification and current CPR/ AED/First Aid certifications are also required.

We must maintain the following information in our records for all contractual service providers:

1. Information on the business or individual providing services; i.e. brochures, resume (individuals), pamphlets, cards, etc.
2. Proof of liability insurance that covers you as an instructor insured, with limits of one million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate. The policy must name the Town of Windsor as an additionally insured.
3. Service Provider Independent Contractor Agreement form completed. The Town of Windsor provides this contract.
4. Copy of any relevant certifications (licenses, first aid, CPR, etc.).
5. Consent for release of background information.
6. Town of Windsor business license (\$25 annually).

If you have any questions regarding these requirements, please do not hesitate to contact me at rstefanich@windsorgov.com.

Thanks,

**Rachael Stefanich
Recreation Coordinator**

Community Recreation Center

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