

# Rilke Clubs Instructor Application

All positions are part-time (20 hours or less per week) and temporary (9 months of the school year) . All employees and contractors are subject to State and Federal Background checks and your primary employer's background check may be sufficient to fulfill this requirement (for example Anchorage School District (ASD) Employees) with proof of employment.

Rilke Clubs operate Monday-Friday 7:00 to 7:45 am; Monday-Thursday 3:15-6:15 pm; Friday 1:45-6:15 pm.

An application is required for ***each position*** to which an applicant is applying, as well as each club proposed(changes in age groups or club topic are considered a different club). You can complete this form and then save as with another name, so that only a couple of fields have to be updated.

---

## Employee/Contractor Information

First Name

Last Name

E-mail Address

Phone

Indicate Primary Employer

Which club are you proposing?

Employment Preference

Part-time/Part-year Employee

Independent Contractor

Have you provided a club as Rilke Schule during previous school years?

Yes

No

---

## Club Information

Rilke Clubs are run Monday-Thursday 7:00 am-7:45 am; 3:15 pm-6:15 pm and Fridays from 1:45 pm-6:15 pm. All instructors are subject to meetings or training time outside of the Rilke Club operation hours.

Club commitments are for a full semester. Please indicate which semesters you are committing to at this time.

Fall

Spring

Whole School Year

How many students will the club service per session? Standard clubs will have approximately 20 children per session. If the club takes less students, please indicate in other. If the club takes more that 20, a co-instructor(s) will be required.

Does this club limit registration or have pre-registered students from prior semester (travel club, orchestra, sign language)?

No

Yes (Explain the limitation)

What grades is this club designed to serve?

K

1st

2nd

3rd

4th

5th

6th

7th

8th

Any/All

Clubs are broken up into 45 min blocks, but can cover multiple blocks and still be the same club as long as the grades served or number of students does not change. What is the duration of the proposed club?

Must club participants attend the full time the club is offered? (example: Can they come only on Tuesday, when it is also offered on Thursday? or If the club runs for 1.5 hours, can they regularly attend the first or second 45 min block?) Select all that apply.

Must attend all days

Must attend full time block

Doesn't matter

Please provide a description of the club (this will be used for club registration), including at least three learning objectives.

Please briefly describe qualifications, education or experience that supports the proposed club. Please include a Resume with this application.

Preferred Club Schedule

New clubs are especially needed from 1:45-3:15 on Fridays

Club Day 1

Club Day 2

Club Day 3

Club Day 4

Club Day 5

Club Session time #1 [Each session is a 45 min slot, if club is longer select subsequent time slot (s,) (using 4 slots below would mean the club is 3 hours long.)]

Club Session time #2 [Continuation session #1]

Club Session time # 3

Club Session time # 4

Alternative Club Schedule

If the preferred day or time or both are unavailable due to scheduling issues, please indicate an alternative schedule for the club below, by selecting new days, times or both. [Each session is a 45 min slot, if club is longer select subsequent time slot (s,) (using 4 slots below would mean the club is 3 hours long.)]

Alternative Day 1

Alternative Day 2

Alternative Day 3

Alternative Day 4

Alternative Day 5

Club Session time #1

Club Session time #2

Club Session time #3

Club Session time #4

Please provide any additional information about scheduling or club topic flexibility.

Please list any special supplies and the cost of each item needed for the club that would need to be purchased by Rilke Clubs to support the proposed club. *Note:* Independent contractors are responsible for their own special supply purchases.

---

## References

First Name

Last Name

E-mail Address

Phone

Please describe your professional, educational or training background related to the subject of the proposed club. ***Please submit a resume with this application.***

---

## Other Employment Information

What are your salary requirements (part-time employees) or semester club fees for the entire club (independent contractor)? If you want to run the Club as a volunteer contribution to the school, please indicate below.

Are you willing to provide substitute coverage for other clubs, if an instructor is unavailable?

Yes      No

If yes, what days and time would you be available?

Instructors will be paid monthly at the end of each calendar month. Please explain if this will not work for you for consideration by the RSI Board or Rilke Clubs Manager.

If hired as an instructor, I understand that I am expected to provide club services on the days and times assigned and that the commitment is for the time period indicated in this application. I agree to notify the Rilke Clubs Manager and Supervisor of any previous commitments and unplanned absences as soon as possible. Furthermore, I agree to complete a State and Federal background check and have no known barriers to passing a background check at the level required to work with children.

Applicant's Electronic Signature

Signature Date

**The completed application in this original format (*do not print and scan*) and a current resume must be submitted by e-mail to [rilkeclubs@rilkeschuleinc.org](mailto:rilkeclubs@rilkeschuleinc.org). If proposing multiple clubs or applying for multiple positions, please submit all applications at one time.**