



## Workshop & Class Instructor FAQ's

Q. Can anyone teach a class at YMS?

A. We are always looking for new instructors to teach here at YMS, but there are a few steps to take before jumping into this new responsibility. All instructors must fill out a profile form, undergo a routine background check, and discuss class options with our Executive Director. Classes are then drawn up and put on the calendar, and you'll get a letter of understanding summarizing the agreement that you reached regarding payment, scheduling, etc.

Q. Why do I need to fill out a background check?

A. Many of our classes are open for minors to attend and participate, so we require our instructors to undergo a routine background check. The expense is paid for by YMS, it is a simple form to fill out, and your information is kept confidential.

Q. Can I get paid to teach classes at YMS?

A. Yes! Instructors are paid to teach and prep for their classes. Sometimes teachers opt to donate their time, which is ok, too. Discuss pay rates with our Executive Director during your class planning session.

Q. I want to teach a class this weekend....can I do that?

A. We like to make sure classes are well attended, which makes for a better experience for the students and instructors. Generally we like 4-6 weeks minimum lead time in order to allow for promotion and registration. Our classroom space is limited, so we also want to ensure that classes don't get end up in conflict with other classes or events around the space.

Q. Do I need to provide materials for the class I'm teaching?

A. No, YMS will work with you to come up with a bill of materials for your class, we will build in pricing per student and make sure that you have all that you need when class time arrives.

Q. Do I need to market the class or collect payments or anything like that?

A. No, we want to make sure our instructors don't have to deal with that kind of thing! Our website is well built to handle registrations and payments, leaving you to

be able to focus on your teaching experience. Please do not make special arrangements with attendees or accept payment directly from them without checking with our Executive Director.

Q. What if my class fills up? Or what if it doesn't?

A. Our online registration system will automatically generate a waitlist in the event your class fills up. We'll have the contacts needed to schedule the next successful class session! We can also set minimum enrollments, to make sure the class will have enough students to make the time and effort worthwhile. Minimum enrollment numbers will be discussed in our class planning session.