

UNA Program Proposal Information Sheet

Foundational Principles

The University Neighbourhoods Association (UNA) is committed to providing inclusive and accessible recreational, educational and fitness programs to every member in the UNA Community. Our recreation services are guided by the following Principles:

- 1) *Foster wellbeing,*
- 2) *Enrich experience, and*
- 3) *Build belonging.*

With over 150 programs each semester, we strive towards achieving the following **Program Goals**:

- 1) **Promote Physical and Mental Health** through engaging individuals in activities that are beneficial to their physical, mental and nutritional health across their lifespan.
- 2) **Promote Inclusion** to ensure that everyone has equal access to the programs we offer.
- 3) **Provide Diverse Offerings** that enrich the living experience of all members and support individuals' personal growth as well as the needs of community.
- 4) **Increase Participation and Engagement** through active engagement, collaborative planning and volunteerism. We aim to build strong relationships with our participants, instructors, community members and partners.
- 5) **Develop Sustainable Programs** that support the long-term community building goals of the UNA and its financial sustainability.

Program Offerings

The UNA offers paid and volunteer-led programs at its recreational facilities. A few examples of current programs include:

- Infant and Preschool programs (0-5) – Music Together, Circle Time, Multi-Sport
- Children's programs (6-12) – ActiveKids sports, Mad Science, Young Moviemakers
- Youth programs (13-18) – Youth Leadership Program, CRAZI Dance Crew
- Adult programs (19+) – Yoga and fitness, Pickleball, Conversation Clubs
- Senior programs (55+) – Restorative Yoga, Osteofit, Community Circle
- Inter-generational – The Short Hour

Paid Programs

We are inviting all interested talents to develop and deliver programs as contractor instructors. Please note that all physical activity instructors must have their own liability insurance to offer programs at the UNA. If you are interested, please fill out the [UNA Program Proposal Form](#) and send it to programs@myuna.ca along with your resume and cover letter. Proposals will be evaluated based on community needs, existing programs and the quality of the proposal. Prospective instructors will be contacted for further discussion.

Volunteer-led Programs

Volunteer-led programs are important services that create affordable social, education and learning opportunities, and foster community connection. Like paid programs, all volunteer-led program proposals will be evaluated based on community needs, existing programs and the quality of the proposal. If you are at least 13-years-old and interested in volunteering with us, please fill out the [UNA Program Proposal Form](#) and send it to programs@myuna.ca along with your resume and cover letter. Please indicate that you would like to offer the program as a volunteer.

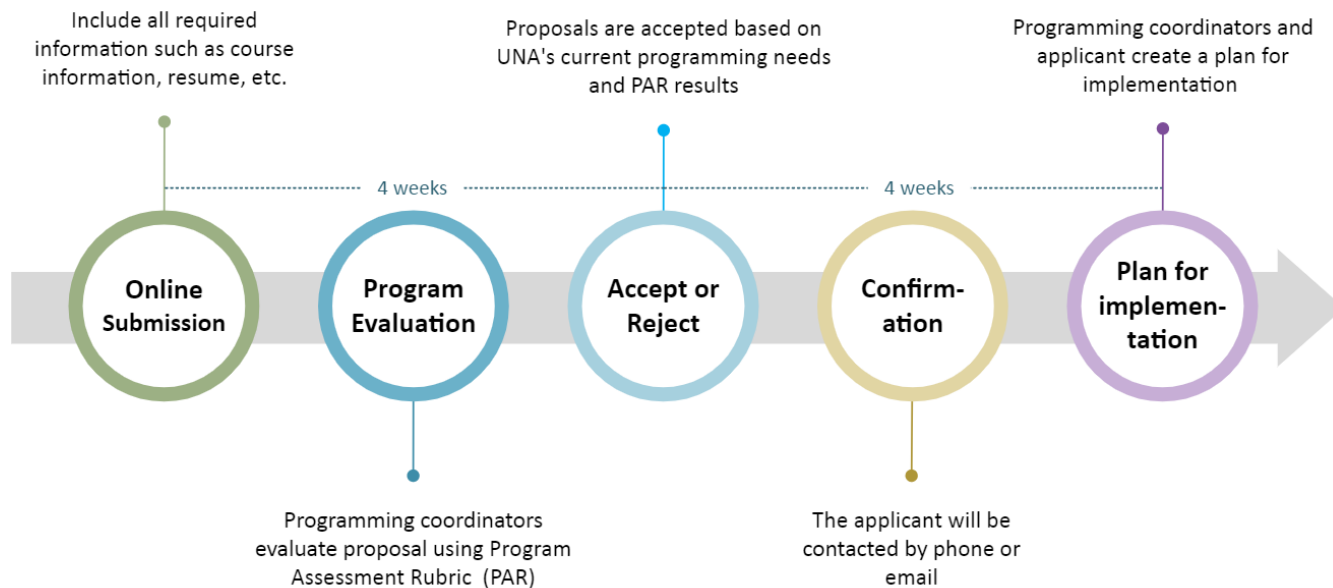
How to Create a Successful Program Proposal

- 1) **Familiarize yourself with the UNA Foundational Principles and program goals.** Strong programs will incorporate the UNA Foundational Principles and help achieve program goals.
- 2) **Research local program offerings.** One of the UNA goals is to provide diverse offerings. We value programs that are unique to existing UNA programs and local competitors, but are also accessible to everyone.
- 3) **What's your goal?** Tell us why you want to teach a program at the UNA. Do you have a passion for teaching or working with a certain age group? Do you already run a successful program at another location and are looking to expand to allow more participants to join?
- 4) **Submit a cover letter.** The cover letter should describe who you are, your experience and your passion for the subject you want to teach. Use this opportunity to explain why your program will meet the needs of our community, why it helps the UNA achieve its goals and why your program will be successful.
- 5) **Details, details, details.** The more information you provide us, the better we can evaluate your program proposal.

Program Proposal Approval Process

Our programming for each season starts early. Please submit your proposal well in advance for it to be considered for the subsequent season. Here are the program proposal submission period and our evaluation process:

- Fall Program: May – early June
- Winter Program: August – early September
- Spring/Summer Program: November – December



Contact Us

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Website: www.myuna.ca/recreation/