

# SPARK CENTRAL INSTRUCTOR EXPECTATIONS

Thank you for contributing your time and talents as a Spark Central instructor or drop-in program leader! We ask that you read and agree to our Instructor Expectations to ensure our patrons have a positive, quality experience at Spark Central.

## ETHICAL AGREEMENTS

As a guest instructor, you are representing Spark Central's values and our policy of being a safe space for all ages to grow creatively and build meaningful community connections. We ask that you:

- Do not use our workshops to solicit clients for your business or partners for dating. Such behavior, if observed, may be grounds for terminating our relationship with you as an instructor/volunteer.
- Choose language, jokes, and workshop content appropriate to ALL ears. We welcome all types of people and belief systems and it is not unusual for teens to attend our adult workshops. If you would like to use literature or media with potentially offensive content, please run it by a staff.
- Make sure your language is inclusive and welcoming of all races, genders, sexualities, and spiritualities so that all patrons feel welcome. Please do not single out individuals to speak for all people of their race, gender, country of origin, etc.
- Treat potentially triggering subjects like rape, violence, prejudice, and abuse with compassion and sensitivity as these subjects can be potentially re-traumatizing for survivors.
- If an adult shares a traumatic experience like the above, verbally recognize their courage and thank them for trusting the group. It may be appropriate to ask them after the program if they need any help or have the resources they need. Staff members can assist with such resource referrals.
- If you have reason to believe a child or teen was or is being abused in any way, is having suicidal thoughts, or has expressed a desire to hurt others, notify a staff member *immediately*.

## PATRON PRIVACY

- Do not ask participants for their private contact information. Adults will offer it to you if they desire.
- Instructors or volunteers may not use patron contact information collected by Spark Central to contact patrons without the express permission of our staff, and only then for official Spark Central purposes (see our full Privacy Policy for more information).

## INSTRUCTOR SIGNATURE

By signing, I have read, understand, and agree to follow the Spark Central Instructor Expectations above.

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PRINTED NAME

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SIGNATURE

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DATE