



CITY OF
**West
Linn**

Contract Instructor Handbook

Parks and Recreation
Department

22500 Salamo Road, #1100
West Linn, OR 97068



About Us.....

Thank you for your interest in becoming an independent contract instructor with the City of West Linn Parks and Recreation Department. We are excited about the possibility of working together to reach our common goals and to serve our community.

The Parks and Recreation Department is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes and events are more important than the activity itself.

How It Works.....

West Linn Parks and Recreation Department (WLPRD) utilizes Independent Contract Instructors and companies to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors.

1. The process begins with the Independent Contract Instructor or company “proposing” a course or activity. There is a form enclosed in this handbook that you are encouraged to utilize. The proposal is then submitted to the West Linn Parks and Recreation Department.
2. A Recreation Coordinator will then review the proposal, assess the “content” of the course/activity to determine its potential in meeting the Department’s vision and goals, and then contact you for a more detailed discussion.
3. Together, the Recreation Coordinator will work with you to determine the specific design of a course/activity in regards to facility suitability, facility availability, fee structure, course time frames, participants maximums and minimums, age ranges, course descriptions etc.
4. Pay structure for individual instructors/companies will vary depending on actual program costs & costs to the City. Payment to the instructor will be between 70% - 85% of registration fees collected.
5. Once the West Linn Parks and Recreation Department and the independent Contract Instructor verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to. The Contract will also include the specifics of invoicing and pay.

Parks and Recreation

Mission Statement

To provide life enhancing experiences and to promote a healthy community. This is accomplished by providing safe, attractive, and well maintained parks, facilities, trails and open spaces, as well as, creative and challenging recreation programs for the leisure time enjoyment of West Linn citizens of all ages.

About the Contract.....

1. All Contract Instructors must obtain a business license.
2. The City of West Linn's insurance does not cover Contract Instructors.
3. The City of West Linn does not withhold state or federal income tax, but does report contractor's income via form 1099.

Contract Sessions.....

The Contract duration will coincide with the established Activity Guide sessions:

- FALL September, October, November, December
- Winter/Spring January, February, March, April, May
- Summer June, July, August

To place your activities in the Activities Guide, time must be allotted to create, edit, print and mail the guide. Therefore, agreements must be completed by the following:

- FALL June 15
- WINTER/SPRING October 15
- SUMMER February 15

Course Delivery Policies.....

- Registration – Registration takes place through the WLPRD offices at City Hall, online at www.westlinnoregon.gov or via telephone. Instructors should only collect money and/or registrations forms when necessary. Participants that have not paid, may not participate.
- Evaluations – Participant Surveys should be utilized, online system, and the web address should be given to participants on the final day of the class or quarter.
- Promotion – WLPRD will list all classes in the Activity Guide, which is mailed to every 97068 residence. WLPRD will also regularly post information online at the website listed above. WLPRD will make every attempt to create flyers to be posted at City Facilities. The Contract Instructor must seek additional locations for their distribution. All advertising done by instructor must represent it as a WLPRD program, must contain the WLPRD Logo and be approved by A Recreation Coordinator.
- Course Cancellation - In the event that a class needs to be cancelled, the instructor must contact the Recreation Coordinator immediately. WLPRD staff will contact the participants regarding all cancellations, reschedules or refunds.

Policies & Procedures.....

West Linn Parks & Recreation (WLPRD) also holds Contract Instructors responsible for the following policies and procedures

- Representing the City through Professional Conduct – Though not employees of the City of West Linn, Contract Instructors do represent the City. To some participants, the instructor is the only representative of the City they will see. Instructors must conduct themselves in a professional manner including dressing and speaking professionally, and supporting policies and City decisions.
- Releasing of Minors – At the end of the activity time, the Contract instructor must not release children to anyone other than authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty.
- Contract Instructors relationship with Participants – The Contract Instructor must not have contact with a single participant unobservable by other staff, parents or participants at any time. Parents should be invited and encouraged to visit the program sites at any time on a drop-in basis and do not need to ask permission to do so.
- Safety of Participants – The Contract Instructors primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the facilities that you are working in. If any aspect of the area appears unsafe, it is your responsibility to notify the Recreation Coordinator and to take actions that will ensure participant safety.
- First Aid Provision – It is the Contract Instructors responsibility to know where the first aid kit is located for all facilities in which they provide services. If your program is outside of a facility it is your responsibility to have a first aid kit. For minor first aid (band aid etc.) the first aid kit will suffice. For Serious accidents, DO NOT MOVE the injured participant, call 9-1-1. If a child is involved, notify the parent or guardian.
- Discrimination and Harassment – The City of West Linn has a strong policy against any form of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.
- Personal Business – The Contract Instructor may not receive or make personal phone calls (except in emergency), nor have their own children with them, while performing services.
- Closing of Facilities – Upon leaving, the Contract Instructor must ensure that all doors are locked securely, alarms set, and all lights are turned off if facility staff is not present.

Contract Instructor Proposal

Name of Program..... _____

Proposed Format.....

This information represents the Instructor's "ideal," and is intended as a starting place for discussions between Recreation Coordinator and the Instructor.

Course Length (1day, 4wks, 6wks, etc) _____ # days/week _____

Weekdays(s): _____ Times: _____

Location (or type of facility): _____

Min. Enrollment: _____ Max. Enrollment: _____ Age Ranges: _____

Per Student Fee: \$ _____ Worth of Service: \$ _____

(Total amount contractor needs to receive at end of service

Additional (if any) Supply Fee: \$ _____ in order to justify the contractor's time and skills. May be flat amount or hourly rate.)

Other Specifications: _____

Instructor Information.....

Name: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email _____

Please return this
completed
form to:
Parks & Recreation
22500 Salamo Road, #1100
West Linn OR 97068

Identify Method(s) of Learning.....

Participants in the program will be engaged in learning when (Circle all that apply):

- ★ Active Instructor: Instructor shows the physical example while participants watch and try to repeat steps. Instructor then checks for understanding and repeats example if necessary.
- ★ Passive Instructor: Instructor tells how it is done while participants try to initiate the steps.
- ★ Lecture: Instructor talks about subject while participants sit and listen.
- ★ Video: Participants watch a video.
- ★ Reading: Participants are given material to read and learn.
- ★ Parent Participation: Parents are encouraged to participate with child to repeat instructions to participant if necessary.
- ★ Take-Home: Participants take materials home with them.
- ★ Quiz: Participants take a written quiz on material covered in class.
- ★ Performance: Participants have the opportunity to perform as group
- ★ Small Groups: Participants work in small groups to come together on a solution
- ★ Stations: Participants move along multiple stations

The Program Focus.....

My program supports the West Linn Parks and Recreation Department by:

(Circle the one that fits best):

- ★ Fostering Human Development (Dance , Art, Preschool, Cultural, Continued Learning, Skill Building, Nature Appreciation)
- ★ Connecting People to Others (Social, Friendships)
- ★ Strengthening Families (Participating Together, Appreciation, Parenting Skills)
- ★ Increasing Safety (Safe Habits, Prevention, Life Saving Skills, Crime Reduction)
- ★ Improving Health and Wellness (Fitness, Healthy Habits, Aerobic, Strengthening, Endurance, Stretching)

Program Outcomes.....

- ★ List up to 3 outcomes, by priority, using measurable action phrases such as:
Define, demonstrate, name, analyze..
- ★ “As a result of their experience in this program, participants will be able to.”

①

②

③

Outcome Measurement.....

★ How will the above outcome be measured:

★ Success is defined as:

①

②

③

Program Description.....

★ Please describe your program in 30 words or less:

★ Why should the West Linn Parks and Recreation be the organization to offer this program?

★ Is there another organization better suited to offer this program?

Need for Program.....

- ★ Please list other providers of a similar program in the community:

Name: _____

Summary of Service _____

Name: _____

Summary of Service _____

Name: _____

Summary of Service _____

Instructor Qualifications.....

- ★ Please list previous experience in providing this service along with a reference that can speak to your abilities/qualifications:

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

- ★ Please provide a copy of all pertinent certifications held.

- ★ Please list other qualifications that may lead us to contract with you for this service:

- ★ Note: You may submit pre-prepared documents in place of this form as long as they answer the questions posted in this proposal.

Initial Participant Petition.....

- ★ Please list at least 5 people who have agreed to participate in this program should we offer it.

	<u>Name</u>	<u>(Hm) Phone</u>	<u>(Cell) Phone</u>	Have you ever participated in a <u>WLPRD Program?</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____