



CITY OF  
**West  
Linn**  
PARKS & RECREATION

# CONTRACT INSTRUCTOR

*application & information*

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West Linn Parks & Recreation  
22500 Salamo Rd  
West Linn, OR 97068  
503-557-4700

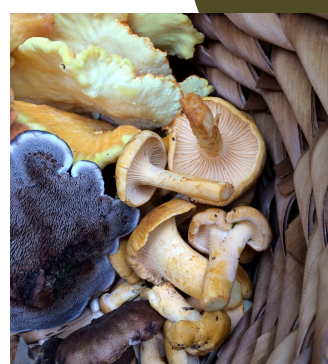


[westlinnoregon.gov/parksrec](http://westlinnoregon.gov/parksrec)





# *why contract with west linn parks & rec?* **CONTRACT DETAILS**



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.

View our current brochure:



[westlinnoregon.gov/parksrec/activities-guide](http://westlinnoregon.gov/parksrec/activities-guide)

Visit our registration site:



[cowl.recdesk.com](http://cowl.recdesk.com)

## We take care of:

- Registration
- Promotion & Marketing
- Facility Reservations
- Participant Communication Assistance

## Audience is important:

- 28,000 Residents
- 35,700 Brochures Mailed Annually
- 7973 Recreation Members Online
- 30,000 Event Attendees

@WESTLINNPARKS



3,700 FOLLOWERS



1,355 FOLLOWERS

@WESTLINNUPDATE



5,900 FOLLOWERS



2,085 FOLLOWERS

## Our Mission:

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



30 PARKS & OPEN SPACES



4 COMMUNITY FACILITIES



25+ COMMUNITY EVENTS



10 ATHLETIC FIELDS



11 PICNIC PAVILIONS



500+ REC ACTIVITIES



how it works

# CONTRACT DETAILS

## Steps to becoming an instructor

West Linn Parks and Recreation Department (WLPRD) utilizes Independent Contract Instructors and companies (contractors) to provide recreational services to our community. In this manner you will not be an employee of the City of West Linn. 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 may vary depending on actual programs costs & costs to the City. **The base payment for all contractors will be 70% of registration fees collected (minus out of city fees). Invoicing from contractor to City will occur after 50% of classes have been completed.**
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.

once your proposal is accepted  
**You will need:**



A City of West Linn business license.



List City of West Linn as additional insured on insurance.



Pass a background check

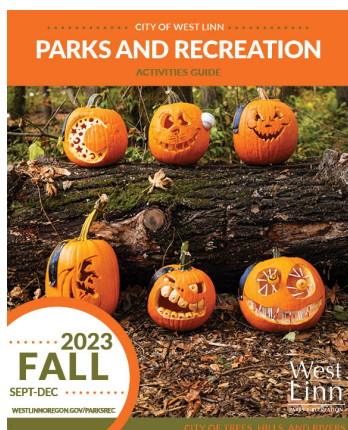


Sign Instructor Contract



Submit W-9

## Sessions



**WINTER/  
SPRING**

Brochure dates: Jan 1 - May 31  
Submissions due: Nov 1  
Brochure Live: Dec 1

**SUMMER**

Brochure dates: June 1 - Aug 31  
Submissions due: March 1  
Brochure Live: Spring break week

**FALL**

Brochure Dates: Sept 1 - Dec 31  
Submissions due: Aug 1  
Brochure Live: Sept 1



contract instructor

# CLASS PROPOSAL FORM

Contract Instructor's Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please select the session you are interested in teaching this class:**

**SPRING**

Jan 1 - May 31 | *Submitted by Nov 1*

☐

**SUMMER**

June 1 - Aug 31 | *Submitted by March 1*

☐

**FALL**

Sept 1 - Dec 31 | *Submitted by Aug 1*

☐

**Class Proposal Information:**

Proposed Class/Camp Name:

Detailed Class Description:

Learning Outcomes (what will the participant learn?)

Why does our community need this program? Are there similar programs out there?

Ages Minimum: Maximum:

Number of Participants Minimum: Maximum:

Space needed/requested:

Proposed Dates:

Ongoing/weekly? YES NO

Proposed Times:

Cost Per Person *\*Including mark up: 70/30 split, you will take 70% of this proposed cost.*

**Once complete, please email to [twiencken@westlinnoregon.gov](mailto:twiencken@westlinnoregon.gov)**