

City of Menlo Park

CONTRACT INSTRUCTOR HANDBOOK

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Welcome...

Dear Potential Instructor,

Thank you for expressing interest in our contractual programs. The City of Menlo Park's Community Services Department is dedicated to building strong communities and individuals through recreational and enrichment opportunities. Programs may be designed for preschoolers, school age children, teens, adults, seniors, or even families.

In our contractual program, instructors are contracted quarterly on a 60/40 basis. This means that instructors receive 60% of the resident base fees collected from class registrations for their services, less \$1-\$5 per registrant for an equipment facility fee; the city receives 40% of the resident base fee, the equipment facility fee, and any additional non-resident fees. Instructors are paid at the conclusion of the session and checks are generally distributed within 2 weeks of the class end date.

All instructors and any staff must be fingerprinted through the Menlo Park Police Department and some instructors are required to carry liability insurance for the classes they instruct through the program. The minimum insurance coverage is based on the type of class taught and will be indicated in the Instructor/Services Agreement which is completed prior to each quarter. A current copy of your insurance policy will be required when you submit your Instructor/Services Agreement and Class Supplement.

If you have any questions feel free to contact me at 650.330.2209 or nsbickel@menlopark.org.

Sincerely,



Noreen Bickel

Recreation Coordinator

How it works...

- * The process begins with the independent contract instructor "proposing" a course or activity. There is a form enclosed in this handbook that you will be instructed to complete when proposing a new course. The proposal is then submitted to the City of Menlo Park's Community Services Department.
- * A Recreation Coordinator will review the proposal, assess the "content" of the course/activity to determine it's potential in meeting the Department's vision and goals, and then contact you for a more detailed discussion.
- * Together, the Recreation Coordinator works with you to determine the specific design of a course/activity in regards to facility suitability, facility availability, fee structure, course time frames, participant minimums & maximums, age ranges, and course descriptions, etc.
- * Once the City of Menlo Park's Community Services Department accepts your proposal, a formal written contract will be produced which specifically outlines the agreement.

Additional Details...

- * [Professional Conduct](#) - Though not employees of the City of Menlo Park, Contract Instructors do represent the City. To some participants, the Instructor is the only representative of the city they will come into

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contact with. Instructors must conduct themselves in a professional manner including; dressing and speaking professionally, and supporting policies. The City of Menlo Park expects that all instructors will uphold the values and mission of the City.

- * [Registration](#) - All registration take places through the Menlo Park CSD office or online. Instructors should NOT be collecting money or registration forms unless as a Materials Fee. Participants that have not registered and paid for the course may not participate and we suggest that instructors periodically review their rosters to ensure all participants attending the class are fully enrolled.
- * [Advertising](#) - Information regarding classes is published 3 times per year in our Activity Guide and is mailed to all Menlo Park residents before a new session begins. Additional copies of our Activity Guides can be found in Menlo Park libraries, Community Centers, City Hall, Sports Center, and Swimming pools. As a courtesy, we will also print flyers for contract instructors for each session as long as we are provided with an appropriately prepared PDF file. Flyers can be distributed in and around the City. Additionally, all advertising done by an instructor to promote a class must represent it as a City of Menlo Park program and contain the City logo.
- * [Rosters](#) - All instructors should have an updated roster and attendance sheets on the first day of each session. Once your contract is signed and submitted, a Recreation Coordinator will set up an online account for you and provide you with the necessary information to access your rosters personally or you can obtain a print out at the Recreation Center front desk.
- * [Evaluations](#) - Participant surveys should be obtained from the CSD office and given to participants in your class at the end of each session. Participants can return evaluations to instructors themselves or to the main office.
- * [Cancellations](#) - In the event that a class needs to be cancelled, the instructor must contact the Recreation Coordinator, or front desk immediately. Instructors are responsible for contacting any enrolled individuals to notify them of the cancellation and how they can obtain a refund if applicable. If a class does not meet the minimum enrollment requirments, it can be cancelled by the instructor or City staff.
- * [Instructor Payments](#) - Contract Instructors are paid AFTER the completion of classes for each session.
- * [Facilities](#) - The Community Services Department will work to suit everyone's needs; however, occasionally, not all needs can be met due to facility suitability, availability, course time frames, etc. The City of Menlo Park reserves the right to make changes and adjustments to facility assignments before and during any session.
- * [Set ups](#) - Instructors are responsible for their own course/activity set-ups and break downs. Staff will inform you of where to find equipment and supplies however it is the instructors responsibility to set up for each class and leave their classroom empty upon completion. In the event that an activity/course requires a great deal of set-up or clean up, the Recreation Coordinator will work with you make proper arrangements.
- * [Supplement Process](#) - Instructors will be sent a Supplement by the Recreation Coordinator 3 times per year to submit their information for their Activity Guide listing and the upcoming class session. We ask that instructors schedule their classes within the parameters of the session calendar and to update their course information in it's entirety. Supplements submitted after the submission deadline will not be guaranteed in the Activity Guide.

Contract Sessions...

Winter/Spring Session = January-May

In order to submit information for this Activity Guide, your supplement will be due mid-October.

Summer Session = June-August

In order to submit information for this Activity Guide, your supplement will be due in March.

Fall Session = September-December

In order to submit information for this Activity Guide, your supplement will be due mid-June.

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Course/Activity Proposal

Instructor Information:

Name: _____ E-mail: _____

Phone: _____ Alternate Phone: _____

Address: _____

Occupation: _____ Employer: _____

Relevant Education: _____

Relevant Experience: _____

Please List 3 References: _____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Program Focus: *(Please select those that apply to your proposed class.)*

- Fostering Human Development ~ Dance, Art, Preschool, Drama, Cultural, Continued Learning, Skill Building, Nature Appreciation, etc.
- Connecting People to Others ~ Social, Neighbors Helping Neighbors, Friendships, etc.
- Strengthening Families ~ Participating Together, Appreciation, Parenting Skills, etc.
- Increasing Safety ~ Safe Habits, Prevention, Life Saving Skills, Crime Reduction, etc.
- Improving Health & Wellness ~ Fitness, Healthy Habits, Aerobics, Strengthening, Endurance, Stretching, etc.

Need For Program: *(Please list all other providers of a similar program in this community.)*

1. Name: _____ Phone: _____

Summary of Service: _____

2. Name: _____ Phone: _____

Summary of Service: _____

3. Name: _____ Phone: _____

Summary of Service: _____

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Course/Activity Proposal

Course/Activity Name: _____

Course Description: _____

Course Goals & Benefits to Participants: _____

Age Range: _____ Class Min: _____ Class Max: _____

Proposed Activity Day: _____ Proposed Activity Time: _____

Proposed Activity Fee: _____ + \$3 EFF Fee = _____ + 35% Non Res = _____

Materials Fee (*Paid to Instructor*) if any: _____

Equipment Required: _____

Facility/Space Desired: _____

Additional Information/Notes: _____

Participant Petition: (Please list at least 3 individuals who have agreed to participate in this course/activity should we offer it.)

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

Please return this form to Noreen Bickel at 701 Laurel Street, Menlo Park, CA 94025. Attach any additional information, certifications, personal references, samples of work, or resume to this form. Please call 650.330.2209 with any questions.

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