



Contract Instructor's HANDBOOK

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Contract Instructors Handbook

About Us...

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

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

Our Mission:

To enhance the quality of life by providing and maintaining safe, available, and accessible parks and recreation services that will best fit the intellectual, cultural, fitness, and leisure needs of all residents.

How it Works...

The City of Cudahy Parks and Recreation Department utilizes independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school-age children, teens, adults, families, and seniors.



The process begins with the independent Contract Instructor “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 Cudahy Parks and Recreation Department.



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 detailed discussion.



Together, the Recreation Coordinator works with you to determine the specific design of a course/activity regarding the suitability, facility availability, fee structure, course timeframes, number of participants, age ranges, course description, etc.



Once the Cudahy Parks and Recreation Department and the independent Contract Instructor verbally agree, a written contract is produced that states precisely the course or services agreed upon.

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About the Contract...

- ★ The City of Cudahy insurance does not cover contract instructors
- ★ The City of Cudahy does not withhold state or federal income tax but does report the contractor's income via form 1099.
- ★ Before employment, the contractor must have a business license on file with the City of Cudahy and complete a City Waiver and Liability form.

Contract Sessions...

The Contract Duration will coincide with the City's Fiscal year, July 1 - June 30.

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

- ★ WINTER/SPRING - December 1st
- ★ SUMMER - March 1st
- ★ FALL - July 1st

Contract Sessions...

- ★ Registration - All registrations take place through the Parks and Recreation Office or City Hall. Instructors should not be receiving money or registration forms. Participants that have not paid may not participate. Each activity is sold as a unit. Participants must pay the full fee. Fees will not be prorated for missed classes.
- ★ Course Rosters - A list of all participants enrolled in a course should be obtained before starting each course. It is essential to have the most up-to-date participant information.
- ★ Evaluations - Participant Surveys should be obtained from the Parks and Recreation Office, given to participants on the final day of the class or quarter, and returned to the Parks and Recreation Office.

Contract Sessions continued...

- ★ Promotion - The Parks and Recreation Department will list all classes in the Activity Guide, which is posted on the city website and on all City social media platforms. Staff will create Flyers for the course and display them at Parks and Recreation facilities. The Contract Instructor may seek additional locations for their distribution. All advertising done by the instructor must represent it as a Parks and Recreation program and must contain the City of Cudahy logo. Flyers created by the contractor must receive Parks and Recreation department approval prior to disseminating
- ★ Course Cancellation - If a class needs to be canceled, the instructor must contact the Recreation Coordinator immediately. The Parks and Recreation staff will contact the participants regarding cancellations, reschedules, or refunds.
- ★ Contract Instructor Payment - The Contract Instructor generally receives a percentage of the participant fees. Larger participation levels will yield a more significant income for the contract instructor. Payment is made after the completion of each course.

P & R Policies & Procedures...

The Parks and Recreation Department also holds Contract Instructors responsible for the Following Policies and procedures.

- ★ Representing the City of Cudahy Through Professional Conduct - Though not the City of Cudahy employees, Contract Instructors represent the City. At times the instructor is the only representative of the city the participants will see. Instructors must professionally conduct themselves, including dressing and speaking professionally and supporting policies and the City's decisions.
- ★ Releasing of Minors - At the end of the activity, the instructor must not release children to anyone other than the authorized parent, guardian, or an individual authorized by the parent. Never release a child to someone unknown to the child or to whom the child expresses fear or uncertainty. The Contract instructor must stay until all participants have left the facility.
- ★ Contract Instructor's 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 program sites at any time on a drop-in basis and do not need to ask permission to do so.

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P & R Policies & Procedures Cont...

- ★ Safety of Participants - The Contract Instructors' primary responsibility is to ensure participants' safety in their activity. Visually inspect the programs and facilities you are working in. If any aspect of the area seems unsafe, it is your responsibility to notify the Recreation Coordinator and take action to ensure participant safety.
- ★ First Aid Provision - The Contract Instructor's responsibility is to know where the first aid kit is located for all facilities they provide services. The first aid kit will suffice for minor first aid (band-aids, etc.). For serious accidents, DO NOT MOVE the injured participant, then call 9-1-1. If a child is involved, notify the parent/guardian immediately.
- ★ Discrimination and Harassment - The City of Cudahy has a firm policy against any form or type 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 actions/conduct and must never engage in discrimination and harassment.
- ★ Personal Business - The Contract Instructor may not receive or make personal phone calls or have their children perform services.
- ★ Closing of Facilities - When leaving, the Contract Instructor must ensure that all doors are locked securely, alarms set, and lights and a/c are turned off. If other authorized Contract Instructors or City Staff are present, please notify them of your departure.

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How to become a Recreation Contract Instructor....

This document is your resource for information on our Recreation Contract Instructor program. Instructors will also learn how to apply to become a Recreation Contract Instructor with the City of Cudahy.

★ Become A Recreation Contract Instructor - The City of Cudahy Parks and Recreation Department is currently seeking instructors to offer fun and exciting recreation programs. Our department offers a wide variety of recreation programs to citizens of all ages. As a Recreation Contract Instructor, you will enter into an independent Contract Agreement with the City of Cudahy.

★ What Can the City of Cudahy Offer You As A Recreation Contract Instructor? - The process begins with the independent Contract Instructor "proposing" a course or activity. A form is enclosed in this handbook that you will be instructed to complete when proposing a new program. The proposal is then submitted to the City of Cudahy Program Coordinator.

- The Program coordinator will review the proposal: and assess the program's content to determine potential in meeting the department's vision and goals.
- The City of Cudahy will place your class description in our seasonal recreation guide (Available online and updated four times throughout the year)
- The City of Cudahy uses an in-house registration system. We maintain facility bookings for your classes and to process registrations efficiently. Instructors receive attendance reports from all classes. The system automatically reserves spots for waiting list participants when a cancellation in a class occurs. Participants can register in person, by e-mail, fax, or mail for courses and programs.
- We accept cash, checks, visa, master card, and debit for program registrations.

★ How The Process Works begins with the independent instructors "proposing" a course activity. You will be instructed to complete a form enclosed in this handbook when proposing a new program (page 9). The Proposal is then submitted to the City of Cudahy program coordinator.

- The Program Coordinator will review the proposal; assess the "content" of the program to determine its potential in meeting the Department's vision and goals.
- A meeting will be arranged to discuss facility suitability, fee structures, course time frame, course description, etc.
- Upon conclusion of the meetings, a formal written services agreement will be produced.
- Continuing Instructors will receive a new amendment to the existing contract for each new program session.
- A Recreation Program Instructor manual will be sent out for all new Instructors upon signing the agreement.

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How to become a recreation Contract Instructor Cont.....

★ How To Submit A Proposal - For your convenience, you can find a proposal online at www.cityofcudahy.com. Please complete and return it with the information provided below.

1. Two descriptions are required: a bio on you that can be used in the Recreation Guide, attach a resume highlighting your qualifications, and provide copies of certificates and a written description used to promote your program to the public (page 8).
2. You should include your choices for the dates of the program. Please do not leave blank. This is important when determining facility availability to host your program (page 9).
3. You must calculate your hourly rate (page 9). Please get in touch with the program coordinator for assistance.

Submitting a proposal does not guarantee that the class or activity will automatically be added to the City of Cudahy Recreation guide.

★ Items Required -

- The Recreation Contract Instructor shall provide the department's full name, address, residence, telephone number, and email address.
- Once a services agreement is offered, it is necessary for all instructors involved in programs to obtain and provide the department with a recent (within one year) copy of a "criminal record check" all positive police record checks are to be received and approved by the supervisor of programs and facilities. This agreement is contingent upon a clear police record check or approval by the supervisor.
- The Recreation Contract Instructor may be required to have completed a standard First Aid/CPR course before the start of their program. Proof of certificate may be required before the beginning of the program.

Additional Details- The process begins with the independent instructors "proposing" a course activity. There is a form enclosed in this handbook that you will be instructed to complete when proposing a new program. The proposal is then submitted to the City of Cudahy Program Coordinator.

- The Program Coordinator will review the proposal; assess the "content" of the program to determine its potential in meeting the Department's vision and goals.
- A meeting will be arranged to discuss details of the proposed program.
- Upon conclusion of the meetings, a formal written services agreement will be produced.
- Continuing Instructors will receive a new amendment to the existing contract for each new program session.
- A Recreation Program Instructor manual will be sent out for all new Instructors upon signing the agreement.

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Please complete this form and

return to:

City of Cudahy

C/O Parks and Recreation

5220 Santa Ana St.

Cudahy, CA 90201

Office Use Only:

Received by _____

****please time stamp****

Contract Instructors

PROPOSAL FORM

Name of
Program:

Instructor's Information

Instructors Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____ Fax: _____

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Proposed Format...

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

Course Length (1 day, 4 wks., 6 wks., etc.): _____ # Days / Week: _____

Weekday (s) : _____ Times: _____

Location (or type of facility) : _____

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

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

(Total amount contractor needs to receive at the end

Additional (if Any)

Of services to justify the contractors' time

Supply Fee: \$ _____

and skills. Maybe a flat amount or an hourly rate)

Other Specifications: _____

Instructors Qualifications.....

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

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

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 to a contract with you for these services:

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



Program Description...



Please describe your program in 30 words or less:

Need for Program:



Please list all other providers of a similar program in this community:

Name: _____ Phone: _____

Summary of Services: _____

Name: _____ Phone: _____

Summary of Services: _____

Name: _____ Phone: _____

Summary of Services: _____



Why should The City of Cudahy Parks and Recreation Be the organization to offer this program? _____

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

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Method of Learning...

Participants in this program will be engaged in learning when (Check all that apply) :

- ★ **Active Instructor:** Instructors show the physical example while participants watch and repeat steps. Instructors then check for understanding and repeat examples if necessary.
- ★ **Passive Instructor:** Instructors tell how it is done while participants initiate the steps.
- ★ **Lecture:** Instructors talk about the 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 the child to repeat instructions to participants if necessary.
- ★ **Take home:** Participants take materials home with them.
- ★ **Quiz:** Participants take a written examination on material covered in class.
- ★ **Performance:** Participants have the opportunity to perform as a group.
- ★ **Small Groups:** Participants work in small groups to develop a solution.
- ★ **Stations:** Participants move among multiple stations.

Program Focus...

My program supports the Parks and Recreation Mission statement by (Check the one that fits best:

- ★ **Fostering Human Development** (Dance, Art, Preschool, Drama, Cultural, Continued Learning, Skill-building, Nature Appreciation)
- ★ **Connecting People to Others** (Social, Neighbors Helping Neighbors, Friendship)
- ★ **Strengthening Families** (Participating Together, Appreciation, Parenting Skills)
- ★ **Increase 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:"







Outcome Measurement.....

★ How will the above outcomes be measured?

★ Success is defined as:






