



City of Fife

Parks, Recreation & Community Services Department

Dear Applicant,

Thank you for your interest in becoming an instructor for the City of Fife PRCS Department. Enclosed, you will find an application and a brochure of classes currently being offered this session.

Please complete and submit the application along with the requested attachments.

FREQUENTLY ASKED QUESTIONS

1. How do I become a class instructor?

Interested instructors must complete and submit an application along with the required attachments. Applications will be reviewed and interviews will be held with potential instructors, if recreation staff determines there is adequate interest for this type of program.

2. What are the timelines for submitting my application?

Applications will be accepted at anytime throughout the year. Recreation Program Classes are offered on a trimester basis:

Winter/Spring (January through June)

Summer (June through September)

Fall (September through December)

3. How are instructors paid?

The City of Fife currently employees 3 types of instructors.

1. Volunteer

An instructor may choose to volunteer their time in teaching and receive no pay.

The instructor must fill out a volunteer timesheet, and complete a Washington State Patrol Background Check. Like employees, the volunteer is covered by L&I insurance should they suffer any personal injury while instructing.

2. City of Fife Hourly Employee

Instructors are paid an hourly wage (beginning at \$10/hour and up depending upon experience) which is negotiated between the instructor and the City. They receive no benefits and are covered by City liability insurance while on the job.

3. Contractual Employee

The instructor must meet the criteria listed on the Independent Contractor Criteria checklist. The Instructor enters into a contractual agreement for services and the compensation is negotiated between the instructor and the City. They receive no benefits and submit an invoice upon completion of the class session to the City for payment.

4. What days of the week can I instruct?

Our department has access to various City parks, The Community Center and to some Fife School District facilities in the evening. Courses can be offered over a wide range of hours throughout the week. The class may be a 1-day course for an hour or a course that spans up to 12 weeks, or anything in between.

5. How much will the class cost participants?

The class fee is based on a formula that takes into account direct and indirect costs and the minimum number of participants in the class.



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CLASS PROGRAM PROPOSAL

Instructor Name: _____

Address: _____

City: _____

Zip: _____

Phone (Day): _____ **(Evening):** _____

Cell: _____

E-mail Address: _____

Social Security # or tax I.D. # _____

Title of Class _____

Class Description (this may be used in brochure):

Your goals for class participants:

Length and duration of class - Include # of hours, days, and weeks:

For which session(s) would you like to teach this class?

WINTER/SPRING _____ SUMMER _____ FALL _____

of participants in the class: Minimum: _____ **Maximum:** _____

Age of participants: Minimum: _____ **Maximum:** _____

Equipment and Supply Needs for the class (audio/visual, tables, chairs, sink, project supplies, etc.):

Will this class require additional instructors, assistants or volunteers? Y/N

Classroom size and furnishing requirements:

Supplies which participants need to purchase for class:

Should participants bring these supplies on their first day? Y/ N

What supplies and materials will you provide? _____

Other information participants should receive when registering for class:

Do you wish to be employed as an instructor for this class as –?

- An hourly employee of the City of Fife
- A contract employee for the City

(The rate of pay will be negotiated by the city and the applicant.)

Please list your relevant experience teaching this class.

Relevant education (include degree and college attended, seminars, and classes):

Current licenses and/ or certifications related to your proposed course that you current hold (include current 1st / Aid/CPR):

List 3 references who are familiar with your teaching experience. Please include name, address and phone:

1. _____

2. _____

3. _____

If someone wishing to register for your class has specific questions for you, which action would you prefer our customer service representatives take:

- Give the interested party your phone number,
- Take down their name and number and pass the information on to you.

Please also attach:

- A current resume outlining your relevant experience.
- A course outline or syllabus
- A sample lesson plan for at least one class session
- proposed handouts (optional)
- flyers, brochures, or advertisements used for your class (optional)
- photos or samples of your work (optional)

Thank you for your interest in The City of Fife Recreation Program.