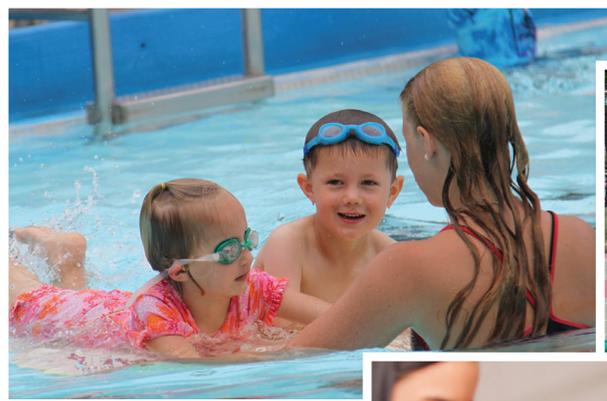




CONTRACT INSTRUCTOR GUIDE



About

Thank you for your interest in becoming an independent Contract Instructor with the City of Medford 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.

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OUR VISION:
**Creating healthy lives, happy people
and a strong community.**

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How It Works

Medford Parks and Recreation Department (MPRD) 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 Medford Parks and Recreation Department.

A Recreation Supervisor 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. Together, the Recreation Supervisor 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 maximums or minimums, age ranges, course descriptions, etc.

Once the Medford 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.

About the Contract

- All Contract Instructors must obtain a City of Medford business license. *If you don't already have one, you can get information here: Lausmann Annex 2nd floor, 200 S. Ivy, Medford*
- The City of Medford's insurance does not cover Contract Instructors.
- The City of Medford does not withhold state or federal income tax, but does report the contractor's income via form 1099.

Contract Sessions

The contract duration will coincide with the established "Activity Guide" sessions:

- **WINTER/SPRING:** January, February, March, April
- **SUMMER:** May, June, July, August
- **FALL:** September, October, November, December

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:

- **WINTER/SPRING:** October
- **SUMMER:** March
- **FALL:** July

Course Delivery Policies

Registration Registration takes place through the MPRD offices at Santo Community Center, online at www.playmedford.com, or via telephone. Instructors should not be collecting money or registration forms. Participants who have not paid may not participate. Each activity is sold as a unit. Participants must pay the full fee.

Evaluations Participant Surveys should be obtained from MPRD offices, given to participants on the final day of the class or quarter, and returned to MPRD offices.

Promotion MPRD will list all classes in the Programs and Services Guide, which is mailed to every 97504 and 97501 residence. MPRD will also regularly post information online and on the department Facebook page. The Contract Instructor must seek additional locations for their distribution. All advertising done by instructor must represent it as a MPRD program, must contain the MPRD Logo and be approved by a Recreation Supervisor.

Course Cancellation In the event that a class needs to be cancelled, the instructor must contact the Recreation Supervisor immediately. MPRD staff will contact the participants regarding all cancellations, reschedules, or refunds.

Policies & Procedures

Medford Parks Recreation Department (MPRD) also holds Contract Instructors responsible for the following policies and procedures:

Representing the City through Professional Conduct Though not employees of the City of Medford, 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 the City's decisions.

Releasing of Minors At the end of the activity time, the Contract Instructor must not release children to anyone other than the 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 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.

Safety of Participants The Contract Instructor's primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the programs and facilities you are working in. If any aspect of the area appears unsafe, it is your responsibility to notify the Recreation Supervisor and to take actions that will ensure participant safety.

First Aid Provision It is the Contract Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will be suffice. For serious accidents, DO NOT MOVE the injured participant, call 9-1-1. If a child is involved, notify the parent/guardian immediately.

Discrimination and Harassment The City of Medford has a strong 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 own actions/conduct, and must never engage in discrimination and harassment.

Personal Business The Contract Instructor may not receive or make personal phone calls, nor have their own children with them, while performing services.

Closing of Facilities Upon leaving, the Contractor must ensure that all doors are locked securely, alarms set, and all lights are turned off if facility staff is not present.

Proposed Format

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

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

Weekday(s): _____ Times: _____

Location (or type of facility): _____

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

Requested Per Student Fee: \$ _____

Additional (if any) Supply Fee: \$ _____

List supplies fee will cover: _____

Instructor's Information

Name: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Please complete this form and return to:
Parks and Recreation
Santo Community Center
701 N. Columbus Ave. | Medford, OR 97501
541-774-2400
parks@ci.medford.or.us

Program Description

Please describe your program in 3 lines:

Program Name: _____

Description: _____

Initial Participant Petition

Please list people who have expressed interest in this program should we offer it.

Name

Email Address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

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: _____

Email: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Email: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Email: _____

Organization: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Email: _____

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 substitute pre-prepared documents in place of this form as long as they answer the questions posed in this proposal.

MEDFORD PARKS & RECREATION PILLARS

What We're Known For

COMMUNITY ENRICHMENT

We provide opportunities for activities, life-long learning and stewardship of quality public spaces that enhance the lives of the community we serve. We work, so many can play.

EXCELLENCE

We're laser focused and consistently challenge ourselves to perform every task at the highest level capable by each team member, inspired to do better and be better. We enlist national accreditation standards, which enable the department to implement best practices in all functions of the organization.

EXCEPTIONAL CUSTOMER SERVICE

Our staff is empowered to make informed decisions and provide creative solutions for our customers. Many of these decisions are gained through experiences and creating a culture based on listening and balancing needs in order to exceed our customer's expectations.

INNOVATION

The department encourages an organizational culture that values new ideas and is not afraid of change or a different way of doing things. We're nimble enough to move resources to meet the changing needs of our customers, community and staff.

