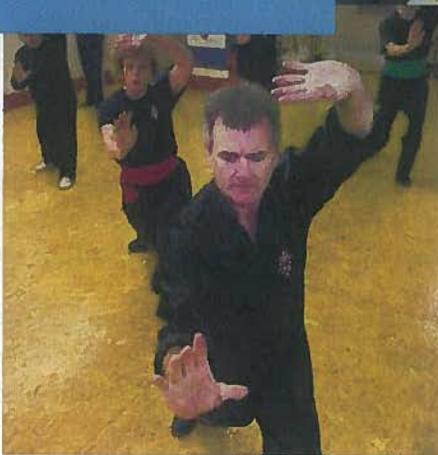


MEDFORD PARKS & RECREATION

Contract Instructor HANDBOOK



**411 W 8th St. Room 225, Medford, OR 97504
(541) 774-2400 Tel (541) 774-2560 Fax**

Contract Instructor Handbook

About Us...

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.

OUR VISION:

*CREATING HEALTHY LIVES,
HAPPY PEOPLE AND A
STRONG COMMUNITY*

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.

Contract Instructor Handbook

About the Contract...

- ★ All Contract Instructors must obtain a business license.
- ★ 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 15th
- ★ **SUMMER** ~ March 15th
- ★ **FALL** ~ July 15th

Course Delivery Policies...

- ★ **Registration** ~ Registration takes place through the MPRD offices at City Hall or Santo Community Center, online at www.playmedford.com, or via telephone. Instructors should *not* be collecting 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.
- ★ **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 Activity Guide, which is mailed to every 97504 and 97501 residence. MPRD will also regularly post information in the local newspapers and online at the website listed above. MPRD will create Flyers for your course and display them at MPRD facilities. 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.

Contract Instructor Handbook

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.

Contract Instructor Handbook

Name of Program: Randall Theatre / "Young Thespians"

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 (1 day, 4 wks, 6 wks, etc): 10 wks # Days / Week: (elem / M School) 1/wk / 2/wk

Weekday(s) (elem / middle school) Sat / Tues/Thurs Times: (elem / M.S.) 11 am - 1 pm / 4 pm - 5:30 pm

Location (or type of facility): Santo Center (Final performance @ Randall Theatre)

Min. Enrollment: 7/4 Max. Enrollment: 18/12 Age Ranges: grades: 3,4,5 / 6,7,8

Per Student Fee: \$ 65 Worth of Service: \$ _____
(Total amount contractor needs to receive at end of service in order to justify the contractor's time and skills. May be a flat amount or hourly rate)

Additional (if any) Supply Fee: \$ X

Other Specifications: tuition to that is invoiced by Randall will be where instructor pay is distributed from

Instructor's Information

Address: (KJ Long, hm) 433 S. Columbus Ave, Medford OR 97501

Phone: 541-622-9336 Cell: _____ Fax: _____

Email: Kj@randalltheatre.com

Randall Theatre
10 E. 3rd St.
Medford, OR 97501

Please complete this form and return to:
Parks and Recreation
411 W 8th St.
Room 225
Medford, OR 97501

✓ teacher: (KJ Long)
Randall Admin: Robin Dawnward
ph: 541-632-3258
email: randalltheatre@gmail.com

Contract Instructor Handbook

Method of Learning...

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

★ **Active Instructor:** Instructor shows the physical example while participants watch and try to repeat steps. Instructor then checks for understanding and repeats example if necessary

★ **Passive Instructor:** Instructor tells how it is done while participants try to initiate the steps.

★ **Lecture:** Instructor talks about 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 child to repeat instructions to participant if necessary.

★ **Take-Home:** Participants take materials home with them.

★ **Quiz:** Participants take a written quiz on material covered in class.

★ **Performance:** Participants have the opportunity to perform as a group.

★ **Small Groups:** Participants work in small groups to come together on a solution.

★ **Stations:** Participants move among multiple stations.

(acting)

(scripts)

(finale on stage)

Contract Instructor Handbook

Program Focus...

My program supports the Medford Parks and Recreation Department by
(Circle 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, Friendships)
- ★ **Strengthening Families** (Participating Together, Appreciation, Parenting Skills)
- ★ **Increasing 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:"

- (perform) ★ 1 Participants will demonstrate improvements in their acting skills through formative practice (rehearsal) and a summative performance
- (prepare) ★ 2 Participants will analyze scripts to create a character, while developing a play (scenes) with peers, resulting in a prepared finale performance
- (create) ★ 3 Through ensemble activities (improvisation, games), the participants will demonstrate supportive and creative risk taking as a group.

Contract Instructor Handbook

Outcome Measurement...

★ How will the above outcomes be measured?

★ A success is defined as:

(perform)



• characters are distinctly different in nature than actor

• projection, physicality, and facial expressions enhance the character and performance.

(prepare)



• lines are memorized
• blocking rehearsed

• character developed
• scene changes transition smoothly

(create)



• all participants engage in improv activities, with growing confidence.

• participants demonstrate a broader use of their voice & body while taking appropriate creative risks

Program Description...

★ Please describe your program in 30 words or less:

that can be applied to character development.

Beginning and Intermediate acting workshop for youth that builds skills for theatrical

performance, ensemble building, and creative risk taking with peers, working along side professionals within the craft.

Contract Instructor Handbook

Need for Program...

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

Name: OCPA Phone: 541-776-9118

Summary of Service: youth acting conservatory (summer)

Name: TMTO @ Craterian Phone: 541-776-9118

Summary of Service: youth/teen musical theatre (pay-to-play)

Name: YMCA - elementary Phone: 541-772-1342

Summary of Service: Randall Theatre Summer day camp

Name: _____ Phone: _____

Summary of Service: _____

★ Why should the Medford Parks and Recreation

Department be the organization to offer this program? This program provides an affordable course for Medford youth to explore drama in a safe environment with a community partner.

★ Is there another organization better suited to offer this program? No.

Contract Instructor Handbook

Initial Participant Petition...

★ Please list at least 10 people who have agreed to participate in this program should we offer it.

Have you ever participated in a MPRD program before?

✓ fee Spring '15 registrations.

	<u>Name</u>	<u>(Hm) Phone</u>	<u>(Cell) Phone</u>	<u>before?</u>
1 ★	_____	_____	_____	_____
2 ★	_____	_____	_____	_____
3 ★	_____	_____	_____	_____
4 ★	_____	_____	_____	_____
5 ★	_____	_____	_____	_____
6 ★	_____	_____	_____	_____
7 ★	_____	_____	_____	_____
8 ★	_____	_____	_____	_____
9 ★	_____	_____	_____	_____
10 ★	_____	_____	_____	_____

Contract Instructor Handbook

Instructor Qualifications...

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

Organization: YMCA (Summer Day Camp) Years: 3
Location: Randall Theatre @ Rogue Valley YMCA
Name: Gray Taylor Phone: 541-472-1342

Organization: OCPA Years: 2
Location: @ Central High School, Medford OR
Name: Jeff Tabler Phone: 541-776-9118

Organization: North Medford HS (drama) Years: 3
Location: NMHS Sjolund Auditorium (long term guest teacher)
Name: John Doty, drama teacher Phone: 541-944-6280

Organization: McLaughlin Middle School Years: 2
Location: MAC (LGI room) → after school enrichment program
Name: _____ Phone: _____

- ★ Please provide a copy of all pertinent certifications held. ★ Oregon State / TSPC
licensed teacher w/
drama endorsement
- ★ Please list other qualifications that may lead us to contract with you for this service: Randall Theatre,
KJS Long as education coordinator,
with BA in theatre arts and 20+ yrs experience in the
craft.
- ★ Note: You may substitute pre-prepared documents in place of this form as long as they answer the questions posed in this proposal.

