

## Types of Programs We Offer

Our Leisure Service Programs reflect a wide variety of interests and activities. Programs can be offered for all ages of the population, including toddlers, children, teens, young adults, adults, and seniors. We are typically seeking the following programs... arts, crafts, cooking, dog obedience, dancing, martial arts, yoga, music and more. If you have an idea but aren't sure we'll be able to use it, CALL us and ask! We are more than interested in any and all program ideas.

## What is a Contract Instructor

A Contract Instructor is an individual or business who teaches informational and recreational



classes on a contract basis. Such instructors are viewed as independent contractors and are invited to set their own class schedule, title, content, and subject. The

instructor is typically responsible for running the program (including setup and cleanup), providing materials and tracking attendance. McKinleyville Parks and Recreation provides all promotional materials, registration services and facilities.

## Instructor Compensation

As Compensation for services rendered, Contract Instructors are generally paid 65% of the net revenue of the program. Net revenue is defined as monies derived from participant registration fees minus all expenses associated with the purchase of supplies by the District.

*Creating Community through People, Parks and Programs*

**McKINLEYVILLE PARKS & RECREATION**  
A Department of McKinleyville Community Services District  
P. O. Box 2037  
McKinleyville, CA 95519

## McKINLEYVILLE PARKS & RECREATION

### Leisure Class Instructor Program



*Creating Community through  
People, Parks and Programs*



For more information, please call the  
Parks and Recreation office at 839-9003.

## An Introduction to Leisure Services

Thank you for your interest in offering a leisure service program to our community. We appreciate your desire to share your special skills and talents with the members of our community.

McKinleyville is a town of approximately 15,000 residents whose primary source of recreation services is provided by our department. McKinleyville Parks & Recreation considers Leisure Service Programs very important in assisting us in meeting our Departments adopted mission statement:

*“The Mission of McKinleyville Parks & Recreation is to create community and increase quality of life through people, recreation programs, public facilities and parks.”*

As a fast growing community, our ability to offer specialized classes allows citizens the opportunity to pursue their special interests, hobbies and desire to learn new skills as well as socialize with other members of the community. The opportunity to get to know other residents will allow our Department to continue to build upon the small town feeling already present in McKinleyville.



## Filing a Class Proposal

So, you have a program idea and want to turn in a proposal? What do you do? It's easy! Simply complete the Leisure Services Program Proposal Application (enclosed) and return it to our office located at 1656 Sutter Road in McKinleyville. A Leisure Services Program Proposal Application must be completed for each proposed program.

### Leisure Services Program Proposal Deadlines:

<u>Program Dates:</u>	<u>Proposal Deadline:</u>
January 1 – May 31	November 30
June 1 – August 31	April 30
Sept 1 – December 31	July 31

### Helpful Hints for Completing a Proposal...

- Keep in mind that the most successful programs are often those that meet once per week, for 4 – 6 weeks (workshops being an exception), 1 – 2 hours in length.
- Make an effort to keep the class fee reasonable.
- Programs are generally offered during the weekdays (workshops can be successful on Saturdays.)
- When determining supplies needed, you should plan to provide supplies at the first program day or develop a list of basic, low-cost supplies to be used on the first day. A supply list, including possible sources and costs, can be handed out once you determine the program is “a go”.
- Some instructors charge a class fee and an additional materials fee.

*Better than a thousand days  
of diligent study is one day  
with a great teacher.  
--Japanese proverb*

## Proposal Review Process

Leisure Services Program Proposal Applications will be reviewed and approved or rejected by the Parks & Recreation Director in consultation with other members of the Parks & Recreation Administrative Staff.



Selection of Proposals will be based on information provided in the Application. Therefore, it is important that you make every effort to be as thorough as possible. Following a preliminary review, the Director may schedule an appointment to gather further information needed to begin the program.

## Instructor Requirements

If you are selected as a Leisure Services Program Instructor, you will be required to complete an Internal Revenue Service Form W-9, an EDD Form (Report of Independent Contractors Form), as well as providing proof of first aid certification. Depending on the type of program offered, you may be required to provide proof of CPR certification, a negative TB test, a background check through the Department of Justice, and general liability insurance with coverage of one million dollars. Other requirements may also apply.

