

# COMMUNITY CLASS INSTRUCTOR

## Class Proposal Handbook



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525 Posse Ground Road, Sedona

**CITY OF SEDONA PARKS AND RECREATION, WELCOMES YOU!**

*Thank you for your interest in becoming an independent contractor, Community Class Instructor with the Sedona Parks and Recreation Department. We are excited about the possibility of working together to reach our common goals and serve our community.*

**ABOUT THE DEPARTMENT**

The city was incorporated in 1988 to serve the community. With a total population of 10,000 people, Sedona Parks and Recreation is responsible for the maintenance and operations related to special events, activities, sports and recreation programs for youth and adults. There are 8 city parks owned and maintained by the City of Sedona. This system includes a neighborhood park, community park, as well as unique sites such as the wetlands, a small botanical garden, pocket parks and a historical park. The department offers several city amenities such as the Sedona Community Pool, recreation room, fitness trail, skate park, dog park, bike park, splash pad and outdoor amphitheater.

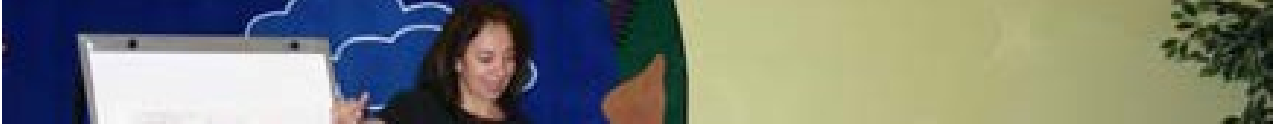
**HOW IT WORKS**

Sedona Parks and Recreation is dedicated to building strong families through the provision of educational, creative, and recreational opportunities. Sedona Parks and Recreation utilizes independent contractors, to provide recreational services to our community. An independent contractor's program may be designed for preschoolers, school age children, teens, adults, families and seniors.

- 1 The process begins with the independent contractor "*proposing*" a course or activity. There is a form enclosed in this handbook that you will complete and return to the Parks and Recreation Department.
- 2 A Recreation Supervisor/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 more detailed discussion.
- 3 Together, the Recreation Supervisor/Coordinator works with you to determine the specific design of a course/activity, including: facility suitability & availability, course time frames, fee structure, maximums or minimums, age ranges, descriptions.
- 4 Once Sedona Parks and Recreation and the independent contractor verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to.

## BENEFITS TO BEING AN INSTRUCTOR

*Being an independent contractor with Sedona Parks and Recreation is the best way to go about teaching a community class! Plus, if you are also a business, the marketing benefits are stupendous.*



### **TOP 10 REASONS TO BE AN INSTRUCTOR WITH SEDONA PARKS AND RECREATION:**

The benefits are endless! Don't miss out on this incredible opportunity to provide a service to the community, meet potential customers, market your business, and be paid to do so!

- 1) You will be paid a percentage of the per-student fee collected.
- 2) You will be guaranteed a minimum number of students, otherwise not required to teach the class.
- 3) Sedona Parks and Recreation will provide the facility for your class.
- 4) Sedona Parks and Recreation will advertise your class in addition to the advertisement you provide.
- 5) You will be in control of the class content.
- 6) You can market your business while teaching the class, meaning that your class participants will get to know you, and be more likely to utilize your business later.
- 7) Sedona Parks and Recreation carries a reputation of high quality programs, and you will now be a part of the Sedona Parks and Recreation family.

## HOW TO GET STARTED

*Getting started is easy! It all starts with the submission of the independent contractor, Community Class Proposal Form.*



**CLASS PROPOSAL**— Prospective Instructors who wish to teach Community Classes for the Sedona Parks and Recreation department will submit the independent contractor, Community Class Proposal Form, enclosed in this handbook.

**FINGERPRINTING**— The City of Sedona requires that all independent contractors and their assistants complete a background screening before entering any child related programs. Independent contractors must schedule an appointment with the Human Resources department (928-203-5189) to complete their background screening. Be prepared to bring an I.D. card or Driver's License.

**REPORTING INCOME**— The City of Sedona does not withhold state or federal income tax, but will report the independent contractor's income via Form 1099. Instructors will receive a W-9 form to complete.

**CITY OF SEDONA INSURANCE**— The City of Sedona is part of a self-insured insurance pool. In the event that an accident or injury occurs, and a claim is filed against the city, the insurance pool will defend it. The insurance pool will *not* defend or pay out any claims filed against an independent contractor.

**INSTRUCTOR INSURANCE**— Sedona Parks and Recreation may require (*based on risk level of activity*) an independent contractor to obtain a separate liability insurance certificate to protect themselves from any claims filed against them. Independent contractors may choose to obtain separate liability insurance, even if the City of Sedona does not make it a requirement. Independent contractors have the option of going through Tennant User Liability Insurance Program (TULIP) to obtain liability insurance. Independent contractors also have the option of obtaining liability insurance through their homeowners or business insurance carrier.

## ADDITIONAL CONSIDERATIONS

*Please consider these additional items as you prepare your proposal. Again, the Recreation Supervisor/Coordinator can help you determine the specific location for your course or activity.*



**STANDARD REVENUE SPLIT** — A standard split of 80/20 will be applied to compensate independent contractors unless otherwise negotiated. Independent contractors will receive 80% of the monies received from classroom registration within three weeks from the first day of class. The remaining 20% is retained by the City of Sedona.

**MATERIAL FEES** — Student material fees will be determined by the independent contractor. Instructors may also opt to supply classroom materials, direct students to the appropriate source, or build the cost of supplies into the class fee.

**AVAILABLE FACILITIES** — The Sedona Parks and Recreation department offers classes at various facilities and parks (and occasionally businesses) located throughout the community.

CITY FACILITIES include:

**Sedona Community Pool**

**Recreation Room, Posse Grounds Park**

**Posse Grounds Pavilion, Outdoor Amphitheater**

**Posse Grounds Park**

**Sunset Park**

**Wetlands Preserve**

## COURSE REGISTRATION PROCEDURES

*Please review the following procedures, so that you understand how registration & payments will take place.*



**REGISTRATION**— All in-person program registration takes place through the Sedona Parks and Recreation office, located within Posse Grounds Park, 525 Posse Ground Road. Independent contractors should never collect registration money.

**PROMOTION**— Instructor should work with the Recreation Supervisor/Coordinator to create promotional materials and departmental publications. All print copies must be approved by Sedona Parks and Recreation prior to distribution. Instructors are encouraged to promote their own classes through print media and social networks.

**COURSE CANCELLATIONS**— Classes that do not meet the minimum student enrollment may be canceled. If a class is canceled by Sedona Parks and Recreation, the department will issue refunds to registrants.

**INDEPENDENT CONTRACTOR PAYMENT**— Independent contractors receive a percentage of the participant fees. Instructor payments will be issued within 3 weeks of the first day of class.

**COURSE ROSTERS**— A list of all course participants should be obtained from the Sedona Parks and Recreation office prior to the start of each course. It is important to have the most up-to-date participant information.

**EVALUATIONS**— Participant survey forms can be obtained from the Parks and Recreation office. They are to be given to participants on the final day of class, and returned to the Parks and Recreation office. The Recreation Supervisor/Coordinator will share results with the independent contractor.

COMMUNITY INSTRUCTOR PROPOSAL FORM — PAGE A

Please complete this questionnaire. You may also provide any previously developed material you have, that will highlight your proposed activity.

Instructor's Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

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Course Title: \_\_\_\_\_

Course Description (You may attach description supplemental): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Extra Note for Participants: (i.e. experience required, supplies to bring to class, etc.): \_\_\_\_\_

\_\_\_\_\_

Participant's Age Range: \_\_\_\_\_ Length of Class: \_\_\_\_\_

Check your proposed Class Day(s): Mo Tu We Th Fr Sa Su

Proposed Session Dates: \_\_\_\_\_

Proposed Time: \_\_\_\_\_

Proposed Advertised Course Fee: \$ \_\_\_\_\_

Supply Fee: \$ \_\_\_\_\_

Minimum # of Participants: \_\_\_\_\_ Maximum # of Participants: \_\_\_\_\_

**PROGRAM FOCUS**

What statement(s) does your class support? (Check all that apply)

- Health and Wellness (Check all that apply)
  - Pre-K  K-12  Adult  Senior  Special Needs
- Enrichment (*Arts, Crafts, Science, Lifelong Learning, Performing Art. Check all that apply*)
  - Pre-K  K-12  Adult  Senior  Special Needs
- Connecting People (*Promoting Community, Safety, Lifestyles, Family Engagement*)
- Nature/Heritage/Preservation

**METHOD OF LEARNING**

How will participants in this program be engaged in learning? (Check all that apply)

- Active Instructor: Instructor shows the physical example while participants watch and try to repeat steps. Instructor checks for understanding, repeats example if necessary.
- Passive Instructor: Instructor tells how it is done while participants try to initiate 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.
- 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.



**INSTRUCTOR QUALIFICATIONS**

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

**ORGANIZATION** : \_\_\_\_\_ Years: \_\_\_\_\_

Location: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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Location: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ORGANIZATION** : \_\_\_\_\_ Years: \_\_\_\_\_

Location: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list other qualifications that may lead us to contract with you for this service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a copy of all pertinent certifications held, resume, and biography.

**PROGRAM OUTCOMES**

List up to 3 outcomes, by priority, using measurable action phrases (i.e. define, demonstrate, name, analyze, etc.) to complete the following phrase:

“As a result of their experience in this program, participants will be able to...”

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_