



Pleasant Hill Recreation & Park District

INSTRUCTOR PROPOSAL PACKET

SUBMITTING A PROPOSAL

Thank you for your interest in becoming a Pleasant Hill Recreation & Park District (PHR&PD) instructor. This booklet is designed to provide you with some basic information about being an instructor with the District. If you have not picked up the most recent copy of our recreation guide, we strongly encourage you to do so to find out what classes we currently offer.

PROPOSAL & CRITERIA

Proposals that fit into one of our areas and meet the following criteria will be considered:

1. Is the program going to enhance the recreational, social and educational needs as it relates to leisure time?
2. Is the program being requested by the citizens of Pleasant Hill and is this need documented?
3. Will the program provide an adequate financial return if it is offered?
4. Is the program currently being provided by PHR&PD, which would create an unnecessary duplication of service or compete directly with programs that the department currently operates?
5. "Hands-on" programs are more successful than straight lecture.
6. Basic recreation and leisure classes have a higher priority with our department than educational programs.

PHR&PD currently accepts proposal in the following program areas:

- Adult Activities
- Adult Sports
- Arts & Crafts (all ages)
- Aquatics
- Cooking (all ages)
- Dance (Children/ Adult)
- Golf
- Health & Fitness
- Nature Activities
- Performing Arts
- Safety Awareness
- Senior Activities
- Special Recreation
- Teen/Young Adult
- Tennis
- Tiny Tots
- Youth Activities
- Youth Camps
- Youth Sports Camps
- Youth Sports

Why teach a class for the Pleasant Hill Recreation & Park District?

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, programs, and activities.

We are looking for Good People who:

- Are reliable, responsible, well-organized, and team players
- Have special skills to share
- Enjoy working with people, especially children
- Can provide a supportive and motivating environment
- Are enthusiastic and energetic



Pleasant Hill Recreation & Park District

INSTRUCTOR PROPOSAL PACKET

What can the District offer you as an instructor? Here are just a few features we can offer you:

- The District has three beautiful new facilities. The Community Center, the Senior Center and the Teen Center are available all year for classes and workshops. These facilities include: dance studios, dining rooms, classrooms, art room with a sink, 20 station computer lab, large event rooms able to accommodate over 300 dining, catering and commercial kitchen, classrooms and wonderful outdoor space for programs as well.
- The District uses a technologically advanced computer registration system. The “Active Net” system allows us to maintain facility booking for your class and to process registration in an efficient manner. Instructors receive attendance reports, waiting list reports, and we can email participant main contacts in all classes. The systems automatically reserve spots for wait listed participants when a cancellation in a class occurs. Participants can register through the Internet for classes and programs.
- We accept Visa, MasterCard & American Express for payments, and participants can register by mail, online, fax or in person at any of our three office locations.

How to Submit a Proposal

The process is simple. In this booklet are proposal forms that you write the information about your program (pg. 3 & 4). Please submit these pages and return to the appropriate Supervisor.

1. **A Description is needed.** The District wants to know what goes on in your class but in addition, we need a description to sell your program to the public in our seasonal Activities Guide. Space is limited so be sure to use your words wisely and effectively to truly get across what your class will include as well as the benefits students will receive from taking it. Please keep descriptions between 40 and 60 words. The District may need to edit your description further based on space availability in our activities guide.
2. **You must include the proposed dates of your class.** You must be specific. Do not leave them blank because a staff member will have to call you for the dates. All facility information is now computerized. This means a date needs to be entered before a conflict can be detected.
3. **You must compute your own class price.** You can figure the per student class fee rate in this way. Select the lowest fee per hour you will work, multiply this number by the number of hours you will spend teaching this class. Divide this number by the minimum number of students you will teach. Now, divide this number by .5 (typically instructors are paid 50% of the key fees collected however different percentages may apply depending on type of instructor).
4. **Submitting a proposal does not guarantee your class will automatically be added** to the District’s class offerings. Additionally, once added no guarantees are made the District will automatically continue offering the activity or program.



Pleasant Hill Recreation & Park District INSTRUCTOR PROPOSAL PACKET

List a description of your program to appear in the Activities Guide (40-60 words):

Proposed Day(s): Mon Tues Wed Thurs Fri Sat Sun Time(s): _____ to _____ AM/PM

Session Start Date: _____ Session End Date: _____ # of classes _____

Exception Dates: _____

Course Fee: _____ Additional Lab fee you will collect (if applicable): _____

Minimum Participant's Age: _____ Maximum Participant's Age: _____

Class size (# of Students) Minimum: _____ Maximum: _____

Facility/Set-up requirements (please be specific). *Number of tables, chairs, where you'd like them placed, slide projector, easels, etc. Attach a floor plan if you prefer.*

Supplies or materials students need to bring / wear to class: _____

Any experience or prerequisites required of students before taking the class?

Provided Supply list: Yes _____ (please attach) No: _____

Previous Instructor Experience - Please list the three most recent experiences

Dates	Contact	Phone	Agency	Reason for Leaving