



### How It Works ...

The City of Happy Valley Parks and Recreation (HVPR) partners with Independent Contract Instructors and businesses to provide recreational services to our community. In this manner you will not be an employee of the City of Happy Valley. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors.

1. The process begins with the Independent Contract Instructor or company “proposing” a course or activity. There is a form enclosed in this handbook that you are required to utilize. The proposal is then submitted to the Happy Valley Parks and Recreation Department.
2. A Recreation 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 Coordinator will work with you to determine the specific design of a course/activity regarding facility suitability, facility availability, fee structure, course time frames, participants maximums and minimums, age ranges, course descriptions etc.
4. Pay structure for individual instructors/companies may vary depending on actual programs costs & costs to the City. The base payment for all contractors will be 70% of registration fees collected (minus out of city fees). Invoicing from contractor to City will occur after 50% of classes have been completed.
5. Once the Happy Valley 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.

## INDEPENDENT CONTRACT INSTRUCTOR

*Interested in teaching a class for Happy Valley Parks & Recreation? Know of a skilled instructor with talents to share? This is the place to start. The Parks and Recreation Department is dedicated to building strong families and community through recreational opportunities. We believe that the benefits of participating in recreational programs, classes, and events are the foundation of our City’s culture.*



### **About the Contract ...**

1. All Contract Instructors must obtain a City of Happy Valley business license.
2. Some classes will require the Contracted Instructor to name the City of Happy Valley as Additionally Insured on their policy.
3. The City of Happy Valley does not withhold state or federal income tax but may report contractor's income via form 1099.

### **Contract Sessions....**

The Contract duration will coincide with the established Activity Guide sessions:

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

To place your activities in the Activities Guide, time must be allotted to create, edit, print and mail the guide. Therefore, agreements must be completed by the following:

- FALL June 15
- WINTER October 15
- SPRING January 15
- SUMMER March 15

### **Course Delivery Policies....**

- Registration - Registration takes place through the Happy Valley Parks and Rec page and ActiveNet portal online at:  
<https://www.happyvalleyor.gov/community/community-services/parks/>



## Course Delivery Policies (cont.) ...

- Evaluations – Participant Surveys should be utilized, online system, and the web address should be given to participants on the final day of the class or quarter.
- Promotion – HVPR will list all classes in the Activity Guide, which published through the Happy Valley Monthly Newspaper and is mailed to every 97086 residence. HVPR will also regularly post information online at the website listed above and on social media. HVPR will make every attempt to create flyers to be posted at City Facilities. The Contract Instructor must seek additional locations for their distribution. All advertising done by instructor must represent it as a HVPR program, must contain the HVPR Logo and be approved by a Recreation Coordinator.
- Course Cancellation - In the event that a class needs to be cancelled, the instructor must contact the Recreation Coordinator immediately. HVPR staff will contact the participants regarding all cancellations, reschedules or refunds.

## Policies & Procedures....

Happy Valley Parks & Recreation (HVPR) also holds Contract Instructors responsible for the following policies and procedures

- Representing the City through Professional Conduct – Though not employees of the City of Happy Valley, 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 City decisions.
- Releasing of Minors – At the end of the activity time, the Contract instructor must not release children to anyone other than 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.

## **Policies & Procedures (cont.) ...**

- Contract Instructors 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 the 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 Instructors primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the facilities that you are working in. If any aspect of the area appears unsafe, it is your responsibility to notify the Recreation Coordinator and to take actions that will ensure participant safety.
- First Aid Provision – It is the Contract Instructors responsibility to know where the first aid kit is located for all facilities in which they provide services. If your program is outside of a facility it is your responsibility to have a first aid kit. For minor first aid (band aid etc.) the first aid kit will suffice. For Serious accidents, DO NOT MOVE the injured participant, call 9-1-1. If a child is involved, notify the parent or guardian.
- Discrimination and Harassment – The City of Happy Valley has a strong policy against any form 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 (except in emergency), nor have their own children with them, while performing services.
- Closing of Facilities – Upon leaving, the Contract Instructor must ensure that all doors are locked securely, alarms set, and all lights are turned off if facility staff is not present.



Contract Instructor Proposal

**Name of Program.....** \_\_\_\_\_

**Proposed Format.....**

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

Course Length (1day, 4wks, 6wks, etc.) \_\_\_\_\_ # days/week \_\_\_\_\_

Weekdays(s): \_\_\_\_\_ Times: \_\_\_\_\_

Location (or type of facility): \_\_\_\_\_

Min. Enrollment: \_\_\_\_\_ Max. Enrollment: \_\_\_\_\_ Age Ranges: \_\_\_\_\_

Per Student Fee: \$ \_\_\_\_\_

Additional (if any) \_\_\_\_\_

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

Other Specifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor Information....**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

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

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

Website (if applicable): \_\_\_\_\_



## Identify Method(s) of Learning....

Participants in the program will be engaged in learning when

(Check 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 can perform as group.
- Small Groups: Participants work in small groups to come together on a solution.
- Stations: Participants move along multiple stations



### The Program Focus....

My program supports the Happy Valley Parks and Rec Department by:

(Circle the one that fits best):

- Fostering Human Development (Dance, Art, Preschool, Cultural, Continued Learning, Skill Building, Nature Appreciation)
- Connecting People to Others (Social, 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."

➤ \_\_\_\_\_

\_\_\_\_\_

➤ \_\_\_\_\_

\_\_\_\_\_

➤ \_\_\_\_\_

\_\_\_\_\_

### Program Description....

Please describe your program in 30 words or less:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Why should Happy Valley Parks and Recreation be the organization to offer this program?

---

---

---

**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: \_\_\_\_\_

Organization: \_\_\_\_\_ Years: \_\_\_\_\_

Location:

---

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

Please provide a copy of all pertinent certifications held.

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

---

---

**Please return this completed form to:**  
**Happy Valley Parks and Recreation**  
**16000 SE Misty Dr.**  
**Happy Valley, OR 97086**  
[parks@happyvalleyor.gov](mailto:parks@happyvalleyor.gov)