



RECREATION PROGRAM INSTRUCTOR MANUAL

Hermiston, Oregon
Where Life is Sweet™



Hermiston Parks & Recreation Department
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HermistonRecreation.com



**Parks &
Recreation**

JOIN OUR TEAM!

Become a Recreation Program Instructor

The City of Hermiston Parks and Recreation Department is currently seeking instructors to offer recreation programs in our community.

What can the City of Hermiston offer you as an Instructor?

- The City has facilities and parks designed to provide opportunities for outstanding programs. We have an auditorium, classrooms, meeting rooms, aquatic and athletic facilities as well as parks available.
- The City uses a computer registration system that will allow us to maintain the facility booking for your class and to process registrations in an efficient manner. Instructors will receive attendance and waitlist reports and we will maintain the database to provide participant main contacts from all classes.
- We accept cash, checks, Visa and MasterCard for payments. We offer in person registration for all programs at the Hermiston Community Center and offer easy online registration.

Recreation Program Goals

- Entry level classes of a variety of different hobbies/skills/activities. Create opportunities for intermediate to advanced levels upon a successful program.
- Participants will be provided all equipment.
- Low/reasonable cost for our participants.

Instructor Qualifications

- Experience working with the target market for the specific program.
- Commitment to your program.
- High level of expertise and above average people skills.
- Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious, and generational backgrounds.
- Certification may be required for some classes.

There are two options to become a Recreation Program Instructor:

1. You can enter into an Independent Contractor Agreement with the City of Hermiston. This is designed as an 80/20 split where you will receive 80% of course revenue and the City will retain 20% of the total monies collected from the course. The Recreation Contract Instructor and City will determine a mutually agreed upon course fee. All registration fees are collected and deposited by the City of Hermiston.
See page 3 for information about qualifying as an Independent Contractor.
2. You can be hired as an employee for the City of Hermiston Parks and Recreation Department. As an employee, you will be paid an hourly wage for preparing and teaching a program. As an employee, you will work exclusively on the program proposed and will not have any other work areas assigned unless agreed upon with the Recreation Supervisor.

Employee vs Independent Contractor



Hired Instructor (Employee)

- City of Hermiston Part-Time Staff
- Starting wage \$20/hr
- Under the City's insurance umbrella
- Bi-monthly pay periods
- May be eligible for other part-time staff positions.
- Department will assist in supply/marketing costs.



Independent Contractor

- Not a City of Hermiston staff member.
- 80/20 revenue split
- Must provide own insurance.
- Supplies all materials for class
- Manages own employees
- Small assistance in marketing materials (activity guide)

Hired Instructor

To continue as a hired instructor (employee):

- Submit a City of Hermiston Employee Application
- Submit a resume and certification to instruct (if applicable)
- Submit/pass a City of Hermiston Criminal History Check
- Upon hire complete new hire packet, which includes:
 - Form W-2
 - Form I-9 with verification documents
 - Employee Information Form

Independent Contractor

In order to qualify as an Independent Contractor, you must abide by Oregon's Independent Contractor Laws found at: <https://www.oregon.gov/ic/Compliance-and-the-law/Pages/laws.aspx>

To qualify under the law, an "independently established business" must meet 3 out of the following 5 criteria:

1. Maintain a business location that is:

- a. Separate from the business or work location of the service recipient; or
- b. that is in a portion of their own residence that is used primarily for business.

2. Bear the risk of loss, shown by factors such as:

- a. Entering into fixed price contracts;
- b. Being required to correct defective work;
- c. Warranting the services provided; or
- d. Negotiating indemnification agreements or purchasing liability insurance, performance bonds, or errors and omissions insurance.

3. Provide contracted services for two or more different persons within a 12-month period, or routinely engage in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.

4. Make a significant investment in the business through means such as:

- a. Purchasing tools or equipment necessary to provide the services;
- b. Paying for the premises or facilities where the services are provided; or
- c. Paying for licenses, certificates or specialized training required to provide the services.

5. Have the authority to hire and fire other persons to provide assistance in performing the services.

To continue on as an Independent Contractor, you must provide:

- Signed Independent Contractor Agreement Form
- Proof of the above qualifications for Independent Contractor status.
- Proof of insurance, if applicable (minimum of \$1,000,000 / \$2,000,000 aggregate, City of Hermiston must be undersigned as additional insured)
- All professional certifications, if applicable
- Current Business License, if applicable
- W-9 form completed (see attached form)
- Background Check completed (see attached form)

Recreation Programs

Program Dates

There are three “Programs” each calendar year: Spring/Summer, Fall, and Winter.

The Program dates vary each year but are approximately:

Spring/Summer	April 1 – August 31
Fall	September 1 – November 30
Winter	December 1 – March 31

Submit a Program Proposal Form

A Program Proposal Form is required for each course you wish to teach. Program Proposal Forms are accepted year round. Submitting a Course Request Form does not guarantee that the course will automatically be approved.

The forms will be reviewed by the Program Coordinator then a meeting will be scheduled to discuss the details of the course. The course fees are subject to approval by the Recreation Supervisor.

Registration

The Parks and Recreation Department shall be responsible for and have complete control over the registration of participants. Under no circumstances is an instructor to accept payments, except for pre-approved supply fees.

Registrations are processed on a first come first serve, City Residency priority basis by the department. No registrations may be taken by an instructor. All participants must pre-register with the department before being allowed into any class/program. It is the instructor’s responsibility to ensure all participants are registered and fully paid prior to attending class.

Course Scheduling

Instructors are responsible for submitting class schedules. Parks and Recreation staff will attempt to accommodate Instructor’s schedule requests.

The City of Hermiston observes the following holidays. Please keep in mind that these holidays may affect your class schedules.

New Year’s Day	Labor Day
Dr. Martin Luther King Jr. Day	Veterans Day
President’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

Insurance

Hired Instructor: As an employee, you and the programs are covered under the City of Hermiston’s insurance policy.

Independent Contractor: The department requires all Recreation Contract Instructors provide commercial general liability insurance which shall not be less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate. The cost for this coverage is the sole responsibility of the instructor. You are free to shop around for the best coverage at the best price.

The City is self insured and therefore is committed to providing safe programs and minimizing liability.

Your contract with the department is as an instructor of a specific class or program. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you and the City (and/or the department), you will be responsible for defending yourself, and potentially for paying a claim brought against you.

Supply Fees

Any supplies needed for a class will be the responsibility of the instructor and must be pre-approved by the Recreation Supervisor. If supplies are to be obtained by the student, it will be the responsibility of the instructor to provide a supply list with the Proposal form. If a supply fee is required for each student, the instructor must provide this information on the Proposal form so they may be approved and published with the program. The supply fees are to be paid at time of registration. No money shall be exchanged between instructor and participant.

Refunds

The Parks and Recreation Department's refund policy reads as follows:

We recognize that you may need to withdraw from a program for a variety of reasons. Because our programs are self-supporting, we rely on registration fees to operate them. If you withdraw from a program 7 days prior to the beginning date, a refund may be issued (less a \$10 processing fee). A credit may be issued to participants for withdrawal within 7 days of the first date. Beyond the first day of a program, no refunds will be issued for a program withdrawal.

The Department reserves the right to cancel, postpone, or combine programs, or change instructors to best provide service. In the event the Department cancels any program, a full refund will be issued.

Course Times

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised.

Course Enrollment

Once we have started registration for a new session, you can inquire about your enrollment at any time by calling the Parks & Rec office.

Attendance Sheets

The attendance sheets will be picked up or emailed to the instructor prior to the first class.

Taking Attendance

It is the instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to register online at www.hermistonrecreation.com. Participants must either be on your sheet, have a Parks and Recreation issued receipt (receipt can be shown from registering on a mobile device) before you admit them to your class.

No Shows

Instructors should give all participants a courtesy call prior to the start of class. This is a good time to introduce yourself, remind participants of any supply, etc. requirements, and of the date and time of the classes. If a participant does not show up for the first class, please give the participant a call to remind them of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes they have signed up for, but its good customer service to call your participants (phone numbers are printed on the attendance sheet).

Absences, Substitutes, Cancellations

If an instructor is ill or unable to meet with their class, the instructor must notify the facility where the course is scheduled as soon as possible but no later than one hour prior to the start of class. It is the instructor's responsibility to notify students of a course cancellation of this nature.

If an instructor has made arrangements for a substitute the department must be notified no later than one hour prior to the start of class. All substitutes must have an approved application on file, must provide proof of insurance coverage, and must have paid, completed, and passed a background screen before performing services at any Hermiston Parks & Recreation facility.

If an instructor fails to appear or will fail to appear for future classes, participant refund processing fees will be subtracted from the contractor payment and instructor will be removed from all future contracts.

The department reserves the right to cancel, combine, or divide courses; to change the time, date, or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the department, the department will issue a refund and inform the instructor and students of the cancellation.

At any point, the department may institute a \$20 per class fee deduction for instructors missing and rescheduling classes. Your class is a reflection of the Hermiston Parks & Recreation Department and commitments to class schedules must be kept.

Instructor Payment

Hired Instructor: Timesheets for programs are due on the 15th and 30th of each month. You will be paid for 30 minutes prior to your program, the program duration, and 30 minutes after the program ends. Additional time may be approved by the Recreation Supervisor. Starting pay is \$20/hr.

Independent Contractor: You will receive a percentage of course revenue and the department will retain a percentage as follows:

80% Instructor/ 20% City split

All registration fees are collected and deposited by the department. Percentages are paid to instructors on a predetermined schedule. Requests for payments are accepted once every session or month. We will not pay out on participants who were not offered services or received a refund.

It is the City's policy to provide payment after receipt of services. Therefore, advance payments are not possible. Recreation Contract Instructors will receive payment within 30 days of the Parks and Recreation Department receiving class attendance sheet. It is the instructor's responsibility to submit all required documents at the end of each class session to receive a timely payment.

The City will not withhold money for social security or federal income tax. Annual payments to a Recreation Contract Instructor from the City in excess of \$600 will be reported to the Internal Revenue Service. It is the instructor's responsibility to satisfy any taxes due in an appropriate manner.

Instructor Evaluation

Hermiston Parks & Recreation periodically offers our participants the opportunity to provide their opinions on our programs, instructors, and facilities. The Recreation Supervisor also audits programs and provides feedback to our instructors.

Facility Usage

Classes are held in various locations throughout the City. It is the responsibility of the instructor to ensure proper use/behavior of participants in the facilities.

All Recreation Contract Instructors using Parks and Recreation facilities will be allowed to set up their rooms/activity area 30 minutes prior to the beginning of class/program activities. The instructor must always leave the room/activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. Contract instructors may not use any City owned property including copy machines, fax machines,

computers, materials, and/or equipment without prior approval of the Recreation Supervisor. Plan to have all equipment, materials, and copies provided at your expense.

Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation.

Notify a Parks and Recreation staff member immediately. They will be responsible for preparing the incident report.

Emergencies

Hermiston Police 911 (dial 9+911 if in a City facility)

Fire Alarm/Bomb Threat

- Clear the area in an orderly manner, use course roster to account for all participants.
- Do not re-enter the building until appropriate personnel give you permission to do so.
- In case of evacuation where participants are unable to return to the building, make sure participants under 18 years of age are held in a safe area until a parent/guardian can pick them up.

Medical Emergency

- Locate a phone and dial 9+911.
- Certified individuals should administer immediate First Aid.

Child Abuse

All contractors are legally required to report questionable bruises or marks that are repetitious and obvious to them. Likewise, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the Parks and Recreation Staff.

Marketing Your Course

Promoting your classes

All advertisement materials utilized to promote your classes must be approved by the Recreation Supervisor.

Advertisement

Use flyers, videos and social media to distribute your information.

Activity Guide

If your session has been approved prior to publication, your course will be in the season's Activity Guide.

Special Events

The Parks and Recreation Department offers many special events throughout the year. Instructors can do demonstrations, participate as artists, or pass out flyers to participants at the event(s). The Recreation Supervisor will coordinate the arrangements to promote your program in these events.

Promotion by the Parks and Recreation Department

Hermiston Parks & Recreation will place your flyers, and/or course information in facilities. The description will also be listed on our internet registration site.

Photo Policy

By participating in a Hermiston Parks & Recreation program or event, all participants may have their photo taken for marketing purposes. No names will be associated with the photo. If a participant asks for their photo not to be used, please do not use it, otherwise, use photos and videos to market your program.

Stay Connected

A lot happens throughout the year so stay connected to the Parks and Recreation Department by ensuring we have your current email address and phone number.

For more information on the City of Hermiston Parks and Recreation Department please call (541) 667-5018, email us at parksandrec@hermiston.or.us or visit us at www.hermistonrecreation.com