Dear, Potential Instructor.

The City of Lancaster's Parks, Recreation & Arts department is recruiting qualified contract instructors to provide affordable, varied and outstanding recreation opportunities to Antelope Valley residents. Contract instructors provide local residents with positive recreational experiences, teach others valuable new skills, and influence meaningful community involvement. We'd like to invite you to consider becoming a contract instructor for the Parks, Recreation & Arts Department. These classes can be taught at your place of business, or may be offered at any of the park community centers located throughout Lancaster.

The Parks, Recreation & Arts Department promotes our recreational classes in the City's award-winning quarterly Outlook brochure which is distributed to every resident and numerous businesses in Lancaster. Classes are additionally promoted on the City public access channel 24 hours a day, 7 days a week. All of the courses are also offered on our on-line registration site.

The City registers all class participants on a first come, first serve basis. Each instructor helps determine his or her own class size and course fee. The City of Lancaster requires that instructors complete a class proposal, be able to demonstrate their craft, provide two references and a social security number, and complete a background check prior to teaching classes.

Compensation for instructors is divided as follows:
- Instructors teaching at their own facilities receive 70% of participant registration fees.
- Instructors teaching at a city facilities receive 60% of participant registration fees.

Since compensation is based on the number of students enrolled, it is in your best interest to assist the City in recruiting students for your class through approved advertising methods.

If you are interested in becoming a part of this fundamental program, complete the attached class proposal and return it to the City of Lancaster Parks, Recreation & Arts Department, 44933 Fern Ave., Lancaster, CA 93534 or fax (661) 723-5913. All class proposals will be reviewed on a quarterly basis. We will contact prospective instructors whose proposals satisfy community interests and department standards.

If you have further questions, please do not hesitate to call me at (661) 723-5838 or email mcanel@cityoflancasterca.org.

Sincerely,

Melissa Canel
Recreation Coordinator

Proposal approved by: 
January 1
May 1
August 1
October 1

To be included in this session:
Summer (covers classes held in July, August, September)
Fall (covers classes held in October, November, December)
Winter (covers classes held in January, February, March)
Spring (covers classes held in April, May, June)
CLASS PROPOSAL

Application Deadlines:

Fall Session: May 1,
Winter Session: August 1,
Spring Session: Oct 1, and
Summer Session: Jan 1

Introduce your self-designed curriculum to the community at one of our spacious park facilities or at your own place of business as a Contract Instructor. Proposals are considered for additional review based on factors including but not limited to community demand, relevance to City objectives, existing courses, and the course potential for cost recovery. Application does not guarantee acceptance. Each proposal is kept on file for 1-year for future consideration.

Please type or print legibly in blue or black ink. Incomplete applications will not be accepted.

Applicant Information

Name: ____________________________ Date: ____________________________
Address: ____________________________ City: ________ State: _____ Zip: ____________
Phone: ____________________________ Cell: ____________________________ Fax: ____________________________
Email: ____________________________ Website: ____________________________
Social Security Number: ____________________________

Instructor Qualifications

List your educational/training or personal/professional experience and expertise that qualify you for the contract position. List additional relevant information on a separate piece of paper.

Educational/Training Institution: Location: Major: Degree/Units:
1. ____________________________
2. ____________________________
3. ____________________________

Employer: Dates of Employment: Job Title: Contact Name & Phone #:
1. ____________________________
2. ____________________________
3. ____________________________

Personal Experience: ____________________________

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? □ No □ Yes If yes, please submit a written explanation of the offense. A conviction is not an automatic bar to contract employment.

References

List two references (1 personal, 1 professional) that you have known for at least three (3) years.

Name: ____________________________ Relationship: ____________________________
Address: ____________________________ Phone: ____________________________
Name: ____________________________ Relationship: ____________________________
Address: ____________________________ Phone: ____________________________

Signature: ____________________________ Date: ____________________________

City of Lancaster
44933 Fern Avenue
Lancaster, CA 93534
661-723-6077
661-723-5913 Fax
Proposed Class Information

Describe proposed class information here. The information you provide may be re-arranged with you to best serve the community, coincide with facility availability, and serve the objectives of the department.

Class Title: ___________________________ Student Age Group: __________

Class Description (summarize course objective in 50 words or less):

________________________________________

________________________________________

Class Fee: $ ________________ Materials Required: ___ Yes ___ No

Materials Fee: $ ________________ Materials Provided By: ___ Student ___ Teacher

What materials are needed:

Student Ratio: Minimum #: ___ Maximum #: ___ Type of Facility: ___________________

Frequency
(Check Box) Weekly □ Bi-Monthly □ Monthly □

Class Set-up

Use the diagram below to show how the classroom will be set-up

CITY OF LANCASTER
FACILITY SET-UP DIAGRAM
(Indoor Use Only—No equipment available for outside use)

☐ Custom Style

[Diagrams of different classroom set-ups]

Class Details

1st Choice: Day(s): Su M T W Th F Sa Duration (Time): _________ Duration (Weeks): ______

2nd Choice: Day(s): Su M T W Th F Sa Duration (Time): _________ Duration (Weeks): ______

3rd Choice: Day(s): Su M T W Th F Sa Duration (Time): _________ Duration (Weeks): ______

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Class Outline

Briefly describe what will be taught during each class session. Use only the number of weeks necessary for your class.

Week 1: __________________________________________________________________________

Week 2: __________________________________________________________________________

Week 3: __________________________________________________________________________

Week 4: __________________________________________________________________________

Week 5: __________________________________________________________________________

Week 6: __________________________________________________________________________

Week 7: __________________________________________________________________________

Week 8: __________________________________________________________________________

Week 9: __________________________________________________________________________

Week 10: _________________________________________________________________________

Week 11: _________________________________________________________________________

Week 12: _________________________________________________________________________