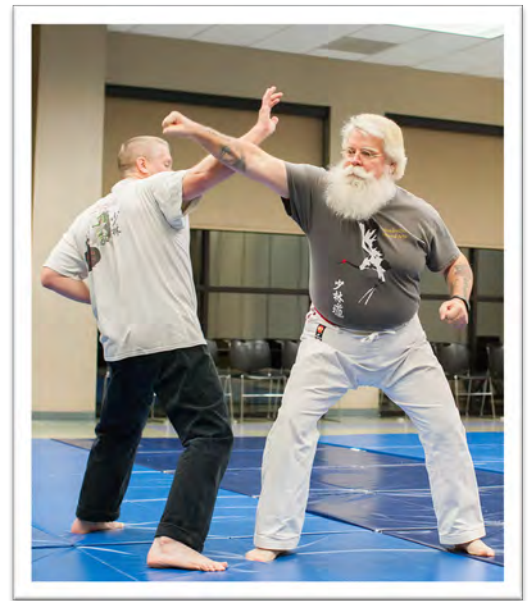


City of Mansfield

Parks & Recreation Department



How to Become an Instructor

Revised 02/2017

PARKS & RECREATION DEPARTMENT
How to Become an Instructor



Mansfield Activities Center
106 S. Wisteria St.
Mansfield, TX 76063

Phone: 817-728-3680
Fax: 817-728-3679

WELCOME!

It is our mission, as the Mansfield Parks and Recreation Department, to provide a wide range of social, educational, wellness, and athletic activities for all ages that will enhance the quality of life for participants and meet the needs of the community.

The City of Mansfield Parks & Recreation Department offers a variety of programs and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in this community. Your participation and involvement will complement the diversity of our programming and contribute to the overall success of our programs.

The intent of this handbook is to provide you with important, useful information about being a contract instructor with the City of Mansfield Parks & Recreation Department. This is your resource for basic information on being a Contract Instructor with us. It also includes tips on completing a Contract Instructor Program Proposal, the proposal form, and more.

Please read through this handbook carefully. If you have any questions or concerns, please contact the coordinator that will best suit your program:

Mary Jones, Recreation Coordinator
(adult & youth programming)

817-728-3683 or mary.jones@mansfieldtexas.gov

Tiffany Gorrell, Nature Education Supervisor
(nature education, outdoor programming)

817-804-5789 or tiffany.gorrell@mansfieldtexas.gov

Suzanne Newman, Senior Coordinator
(senior programming)

817-728-3682 or suzanne.newman@mansfieldtexas.gov

Greg Guse, Recreation Services Supervisor
(athletics, leagues)

817-728-3684 or greg.guse@mansfieldtexas.gov

Hours of Operation

The Mansfield Activities Center is located at 106 S. Wisteria Street. Below are our operating hours:

Monday – Friday	9:00AM – 9:00PM
Saturday	9:00AM – 4:00PM
Sunday	CLOSED (except for rentals)

Our facility will be closed on the following holidays:

New Year's Day
Memorial Day
July 4th

Labor Day
Thanksgiving Day
Day after Thanksgiving

Christmas Eve
Christmas Day

Our facility will close early on the day before Thanksgiving and New Year's Eve.

Independent Contractor

As a contract instructor for the Mansfield Activities Center, you are an independent contractor and **not** an employee of the City of Mansfield. You are not eligible for any benefits and the City will not withhold any taxes. If you make more than \$600 during the year, the City will mail you a 1099-MISC with your earnings. You are responsible for all tax obligations.

Additionally, as an independent contractor, you are in charge of organizing your curriculum, course instruction, and all materials as you deem appropriate for the program.

Thank you again for your interest in being a part of the Mansfield Parks & Recreation Department. We are looking forward to working with you!

WHAT WE ARE LOOKING FOR

The City of Mansfield Parks & Recreation Department is looking to partner with those individuals and businesses that have a similar vision for parks and recreation services:

“To enhance the quality of life for participants and meet the needs of the community.”

Additionally, we expect all instructors providing programs to provide an environment that fosters the following principles:

- Providing safe and supportive environments for both the instructor and participant
- Fostering relationships between participants and the instructor who can mentor and guide them
- Supporting development of knowledge and skills in a variety of ways
- Engaging participants as active partners and leaders who can help move communities forward
- Providing opportunities for participants to show that they care – about others and society
- Promoting healthy lifestyles and teaching positive patterns of social interactions

APPLICATION PROCESS

The process begins with the instructors “proposing” a program. Instructors interested in becoming a contract instructor with the City of Mansfield Parks & Recreation Department must complete and submit a *Contract Instructor Program Proposal* (see pages 7-8).

Important Dates to Remember

The following dates are deadlines for each Recreation Guide (brochure). In order for your proposal to be considered for a particular season, it must be submitted by the dates listed. If submitted after the deadline, it will be considered for the following season.

Brochure	Months	Deadline to Submit Proposal
Spring	Mar, Apr, & May	December 1
Summer	Jun, Jul, & Aug	March 1
Fall	Sep, Oct, & Nov	June 1
Winter	Dec, Jan, & Feb	September 1

Contract Instructor Program Proposal

The Proposal form allows you to give us basic information about your program, what days and times you are available to teach, the length of each class and the entirety of the program, when you’d like to offer the program, a proposed program fee, and who your target age group is.

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 for our residents?
2. Is the program cost beneficial to all parties involved?
3. Hands-on programs are more successful than straight lecture.
4. Basic recreation and leisure programs have a high priority with our department although we are always looking for new and creative ideas. The City of Mansfield Parks & Recreation Department currently accepts program proposals in the following program areas:

Adult Activities
Arts & Crafts
Cooking
Senior Activities
Dance (youth & adult)
Fitness (youth & adult)

Nature Activities
Teen/Young Adult
Health
Performing Arts
Infant-Preschool
Tennis

Safety Awareness
Sports (youth & adult)
Youth Activities
Youth Camps
Youth Sport Camps

After Submission

Not all program proposals submitted are accepted. If your program proposal is something that we are looking for and/or meets needs of the community and our participants, we will get in touch with you.

If accepted, the coordinator that best suits your program will get in touch with you. From there, a specific day(s) and time will be determined for your program, a program description will be constructed, and you will be given more information on the specifics of teaching with us.

INSTRUCTOR INFORMATION

Certifications/Insurance

If you have a certification, you will be required to provide it. Personal insurance is not required at this time to be an instructor with us, however, we to highly recommend that you have insurance.

Payment Percentage

As a contract instructor, you will be paid at the conclusion of your program(s). Payment is based on the number of registrants in your program. You will be paid 65% of the collected registration fees per participant, unless different prior arrangements have been made.

The percentage paid is subject to change based on market conditions and various other factors. You will be notified in writing at least 6 months prior to a change in pay rate and you will have an opportunity to adjust your fees before the change in rate takes effect. Each contract is for a 3-month period.

Substitute Instructors

You are expected to hold and teach your program as agreed to in your signed contract. However, this is not always possible and we understand that circumstances arise. You may appoint a substitute instructor to teach for you in your absence. Before they can teach your program, they must complete a *Sub-Contract Instructor Application* with the MAC and they are subject to a criminal background check.

PROGRAM INFORMATION

Program Registration Information

All registrations must be done through the Mansfield Activities Center, either at the front desk or online at www.mansfieldparks.com. Instructors will not collect any fees during class, unless it is a pre-approved supply fee that is documented in our quarterly brochure and your signed contract.

Any participant registering for programs is required to have a MAC membership (AKA have a MAC Card). The MAC membership is minimal and is good for one year. If your program is not held at the MAC, a MAC Card is not required.

Fees

Our fees are listed as Early Bird and Regular. The Early Bird fee is the fee you, as the instructor, have decided on for the program. The Regular fee is a "late fee" (an additional \$5 + Early Bird). The Regular fee becomes effective 2 business days before the start date of your program. This is to encourage participants to register early to avoid program cancellations.

If your program requires an additional Supply Fee, it will be your responsibility to collect. The MAC will **not** collect the Supply Fee.

What the MAC Provides

The MAC processes all registrations and collects all registration fees. The MAC also provides a room, tables and chairs, and advertising for any program. We have a white board, projector and laptop for program use, when available. We have a limited amount of recreation equipment that may be used for programs, with approval. All programs must share equipment with other programs scheduled at the same time, if needed.

What the Instructor Provides

Instructors must provide any specialized materials or equipment for their program. A limited amount of equipment is available through the Mansfield Activities Center.

Selling

The City does not allow contract instructors to sell and/or advertise merchandise or any other businesses in programs taught through the Mansfield Activities Center. Instructors may collect their advertised Supply Fee, if required for their program, but may not sell and/or advertise any other items or businesses.

MARKETING

MAC Promotion

All contracted instructors will receive the following marketing solutions as part of their contract:

- **Recreation Guide** – Your program information as part of the detailed Recreation Guide mailed to over xxxx households of our most frequent customers and their neighbors. This is sent quarterly.
- **Online Registration** – Our online registration website is fitted with a registration module so the public can easily sign up for you program. You can view it at www.mansfieldparks.com.
- **Flyers** – Supplying flyers or handouts for your programs are a helpful. We can display these in the MAC lobby. You make them. We proof them and display them.
- **E-Newsletters** – We send out newsletters to participants that have requested to be emailed. Not every program is listed on newsletters, but new programs or those that may need more registrations are highlighted at times.
- **Special Events** – The City hosts several special events throughout the year. We provide Recreation Guides and some program flyers to anyone that stops by the Parks & Recreation Department booth.

Instructor Promotion

Publicity and marketing is a lot of work and takes time. The contracted instructors we have who are successful work diligently to market their programs in ways the City does not.

Yes, publicity is a lot of work. The question you have to ask yourself is, “How successful do I want my program to be?” Instructors who continue with us season after season are the instructors who work diligently at promoting their program(s).

Any marketing in relation to your MAC programs must be approved in advance and distributed in a manner representing the City’s marketing principles and strategies.

Contract Instructor Program Proposal

PERSONAL INFORMATION			
Full Name (First, Middle, Last):		Maiden Name:	
Street Address:		State:	Zip Code:
DOB: ___ / ___ / _____	DL# and State:		Social Security Number:
Cell Phone #:	Alternate Phone #:	Email Address:	
Emergency Contact:		Relationship:	Phone #:

WORK EXPERIENCE		
Current Employer:	Address:	Phone #:
Job Title:	Employment Dates:	Supervisor Name:
Description of Work:		
Reason for Leaving:		
Previous Employer:	Address:	Phone #:
Job Title:	Employment Dates:	Supervisor Name:
Description of Work:		
Reason for Leaving:		

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for contract employment as may be necessary in arriving to an employment decision. In the event of contracting my services, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also that I am required to abide by all rules and regulations of the City of Mansfield. **Candidates are subject to a Texas criminal background check prior to contract appointment with the City of Mansfield.**

Signature

Date

PROGRAM INFORMATION

Program Title:	Alternative Title(s):
Tell us about your program.	
Days of the week that you are available to instruct (Circle all that apply): M T W Th F Sa	
Number of days per week the class will be held: _____	
Times you are available to instruct*: _____ am / pm to _____ am / pm Day _____ am / pm to _____ am / pm Day _____ am / pm to _____ am / pm Day	* For example, Mondays between 5 and 6:30 pm; class will be 45 min (see right). Length of class (i.e. 30 min, 1 hr): _____ Length of program session*: _____ * Most programs run on a 4, 6 or 8 week schedule with monthly being most common.
Do you have participants already interested in this program? Yes No If yes, how many? _____	
Have you taught this program before? Yes No If yes, where? _____	
Which season are you available to instruct?	
<input type="checkbox"/> Spring Mar, Apr, May Deadline: Dec. 1	<input type="checkbox"/> Summer Jun, Jul, Aug Deadline: Mar. 1
<input type="checkbox"/> Fall Sep, Oct, Nov Deadline: Jun. 1	<input type="checkbox"/> Winter Dec, Jan, Feb Deadline: Sep. 1
Proposed Course Fee*: \$_____	
* The proposed course fee is the price the participant will pay. Instructors are paid 65% of the listed fees at the conclusion of each session.	
Target Age Group (Circle all that apply): Preschool Youth Teen Adult Senior	

Please note the listed deadlines for submission for each season.

Submission of an application does not guarantee placement as a contract instructor. Acceptance depends on many factors such as program needs, facility availability, instructor availability, and timeliness of application.

Return completed application to the Mansfield Activities Center by:

- in person or mail: 106 S. Wisteria St, Mansfield, Texas 76063
- by fax: (817) 728-3679
- by email: mary.jones@mansfieldtexas.gov (youth & adult programming)
 greg.guse@mansfieldtexas.gov (athletic programming)
 suzanne.newman@mansfieldtexas.gov (senior programming)

Program FAQ

Instructors are required to provide one Program FAQ for each program offered each quarter. These are used by our staff to provide information about your program.

Program: _____

Instructor: _____

Phone: _____ C / H / W Can staff give this number to participants? Y N

Alt Phone: _____ C / H / W Can staff give this number to participants? Y N

Quarter: SP S F W Dates not holding class this quarter: _____

Do you allow prorations for your program? This means that if someone knows they will miss a class during that session or they come to register any time after the start date, we can charge them for only the classes they plan to attend. (Please check one.)

- No, I do not allow any prorations.
Is there an alternative? (i.e. come another day, come to a different location)

- Yes, I allow prorations on a case-by-case basis. Staff **must** check with me first.
- Yes, I allow prorations any time. Staff does **not** need to check with me first.

Is there a Supply Fee due to you the first day of class? Y N

If yes, what does it include? _____

What is this program all about?

How is your program structured?

What clothing should be worn? What does the participant need to bring to class?

If you are teaching youth, do you allow parents in the room? Y N

If no, please explain: _____

Please list any other information you would like to provide to the participants when they call the Mansfield Activities Center with questions.

