



**New Contracted Instructor**  
**Information Packet**

1717 S 13<sup>th</sup> Street

Mount Vernon, WA 98274

360-336-6215

Thank you for your interest in teaching a class through *Mount Vernon Parks and Recreation*. As a Contract Instructor you will enter into an Independent Contractor Agreement with *City of Mount Vernon Parks and Recreation Department*. Registration fees are collected by *Mount Vernon Parks and Recreation Department* and then distributed to the instructor dependent on their contract following the completion of their class.

Several instructors contact *the Parks and Recreation Department* each year and classes will be selected based off the needs and interests of the community. The *Parks and Recreation Department* reserves the right to evaluate and select class offerings each season. A class/program may not be selected if a similar class/program offering is already offered through the department. Staff will contact you if we have interest in pursuing your class proposal.

**If you are an interested Contracted Instructor who has not worked for our department before, please submit your Contracted Instructor application paperwork by:**

*May 1* to have programs running in our September-March brochure.

*November 1* to have programs running in our April-August brochure.

Our program schedule is finalized three months before the brochure is released. For all **current and new Contracted Instructors**, please submit your *program information and exhibits* by the dates below. Please remember programs will not be placed in our brochure until we have received a program exhibit from the instructor.

**If you are interested in teaching classes between:**                      **Material needs to be returned by:**

September-March..... June 1

April-August..... December 1



## Get Started!

1. Instructors are hired on a contractual and need basis. Please review the information below and fill out the New Instructor Information and the Program Exhibit forms. Once the forms are complete please return or email both documents to our office.

Parks and Recreation Office: 1313 S. 17<sup>th</sup> Street, Mount Vernon WA 98274

Email: [Mvparks@mountvernonwa.gov](mailto:Mvparks@mountvernonwa.gov)

Once the forms have been submitted, if our department is interested in running a proposed class we will call to schedule an in person interview with you. Please call and ask to speak to one of the Recreation Coordinators if you have any questions.

## The Paperwork!

2. Upon approval of the New Instructor Information and the Program Exhibit forms the potential instructor must submit:

- *Background Check Release and information sheet*, which will need to be printed, signed and then scanned and emailed back to the department.
- *A certificate of insurance* – The instructor may need to provide proof of Commercial General Liability insurance. The liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- *A Program Exhibit* for each program must be submitted before we can issue the Contracted Instructor Agreement. Please see below for the Program Exhibit form.
- Return a signed *Contract Instructor Agreement*.
- A completed W9 is required, and must be renewed each year.



## Get Paid!

3. **Invoicing Process:** Once a Contracted Instructor has been selected to work with *Mount Vernon Parks and Recreation*, the instructor will be responsible for submitting invoices to the department after the completion of each program. After the invoice is submitted the instructor will receive a check from the city for their services, within 2-3 weeks.

We will provide an invoice template, or you may use your own.



## City of Mount Vernon Parks and Recreation Department

### New Instructor Information Form

#### **Contracted Instructor Information:**

Instructor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

#### **Class Information:**

**Brochure Period(s)** interested in teaching:

Fall/Winter

Spring/Summer

Age Group that you are interested in teaching:

Infant/toddler

Youth Ages \_\_\_\_\_

Adult

What type of class do you want to offer?

\_\_\_\_\_ Sport

\_\_\_\_\_ Dance

\_\_\_\_\_ Craft Instruction

\_\_\_\_\_ Art

\_\_\_\_\_ Outdoor

\_\_\_\_\_ Other

Please list other class idea \_\_\_\_\_

What are your goals for participants?

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Please describe your background and expertise level relating to the class you would like to teach:

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Please list professional references:

1.

2.

3.



**City of Mount Vernon Parks and Recreation Department**  
**Program Exhibit**

Please fill out a program exhibit for each class that you would like to run.

Name of Instructor:

Name of Class/Service:

Min/Max Registration Numbers to run class:

Day, Dates, Times Offering:

What type of class are you interested in teaching (i.e. Dance, music, Active Adults, Safety, health and wellness etc.)?

Class/Service Description:

What type of space and amenities are needed to provide your class (i.e. sink, tables, chairs, empty room, etc.):

Please explain and attach copies of any permits, licenses, or certifications needed to conduct the class/service:  
(Mount Vernon Business License, Certifications-CPR, exercise certifications, etc.)