



# City of Albany

Recreation & Community Services  
1249 Marin Avenue, Albany CA 94706

## Prospective Instructor Information & Proposal

### Why teach a class for the City of Albany Recreation & Community Services

The City of Albany Recreation & Community Services Department is dedicated to serving its community by providing quality programs and activities for all ages, interests and levels. Programs offered by the City strive to foster new skills, promote health and well being, and expand cultural and artistic development. In order to provide these recreation services, the City seeks experienced individuals to work as contract instructors to share their knowledge and skills with the community.

Here are some reasons that should motivate you to teach for the City of Albany:

- The City uses a computer registration and reservation system called RecTrac. This system allows the department to process registration (by phone or in person) in a timely manner, reserves facilities for classes and allows us to generate class rosters, attendance reports and waiting lists. Instructors do not have to do any registration, just show up for their class and teach!
- The City of Albany provides advertising for its instructors through a variety of sources, including the Activity Guide (printed three times a year with 12,000 copies distributed), flyers, local cable channel, and City website.
- You get paid to teach! You keep 60% of the Key Fee that you charge for your class.
- The City has several places where you can host your class. The Albany Community Center is the main facility, providing several small to mid-size classrooms, including a craft room, and a large hall ideal for classes with many participants or space to dance, for example. Instructors have a choice of classrooms with wood, linoleum or carpeted floors. The Albany Senior Center is also used for classes and has two classrooms available in the evening hours. The City has three parks with various amenities, as well as the Child Care and Teen Center facilities.
- The City of Albany draws students from a range of cities and backgrounds, allowing you to share your knowledge and passion for a certain subject with a wide variety of individuals.

# Submitting a Class Proposal

Individuals interested in teaching a class for the City of Albany must submit a class proposal and instructor information form (forms attached). The information listed below explains the content of the proposal form. Your class proposal will be evaluated for feasibility and interest and you will be contacted for an interview if your class proposal is approved. Submitting a proposal does not guarantee that a class will be automatically added to the class offering and classes that are similar in content to current programs and classes will most likely not be considered.

## **Class Title**

Please list an appropriate title for your class that concisely and accurately represents your class. If your course is a beginning or advanced level, please indicate this in the title.

## **Detailed Course Description**

This is a brief description (limit to about 35 words) about your class. Describe what your students will learn and make your description as interesting as possible! If you need some ideas, look at other class descriptions in our current guide. If students will need to bring or wear certain items to class, make sure to include this in your description, as well as if they must have previous experience in the subject to take the class. The City reserves the right to edit descriptions.

## **Class Fee**

It is the contract instructor's responsibility to determine the cost of the class. This cost will be called the **Key Fee** and will be split between the instructor and City (instructor keeps 60% and the City keeps 40% to cover administrative, facility, overhead and marketing costs). If you are unsure of how to develop a fee for your class, look at the current activity guide for ideas or calculate how much you need to make per hour to teach the class. The City will add and retain a \$4 administration fee to the key fee. Additionally, the City will add and retain a \$10 non-resident fee to all class fees. Please do not add these fees into your class's key fee.

## **Facilities**

Instructors should indicate the type of space required or preferred for their class. If you are familiar with the City's facilities, check all rooms you would be interested in using. If you do not know what rooms we have or which would be best for your class, leave the space blank and we will assign you a room. You will have an opportunity to view the facilities at your interview. Please note any special requirements you will need in a room, such as carpeted or hard wood floors, a sink, a large vs. small space, etc. Once room assignments are finalized for your class, you will be asked to submit a room diagram so our building staff can set-up your room according to your needs.

The City provides limited equipment for classes. Tables, chairs are provided for instructors in each classroom. City does not provide the use of copy and fax machines, computers or phones. Supplies such as paper, pens or pencils, scissors or tape are also not available.

## **Class Scheduling**

Complete the class scheduling information based on when you would prefer to teach the class and we will do our best to accommodate your request. Due to limited facilities and high demand, it is helpful for you to include alternate days and times for your class. Priority is given to on-going and returning instructors. Follow the sample of the class proposal on page 4 of this packet - include dates that the class will not be meeting due to holidays, DEAD WEEK, instructor absence, etc.

City offices are closed and classes will not be offered on the holidays listed below:

- New Year's Day
- Martin Luther King Jr.'s Birthday (observed)
- President's Day (observed)
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Veteran's Day (observed)
- Thanksgiving Day and day after
- Christmas Day (classes are not offered during the week between Christmas and New Year's but the office is open)

**Activity Guide Seasons**

The Activity Guide is published three times a year. Listed below are the months for each guide and when information is due.

**Winter/Spring: January – April** (Closed during dead week); **Class information due:** End of September

**Summer: May – August** (Closed during dead week); **Class information due:** End of January

**Fall: September – December** (Closed during dead week); **Class information due:** End of May

## Contract Instructor Information

In addition to submitting a class proposal, you are required to complete the Contract Instructor Information Form and return it with the proposal. You may also attach a resume or other form of documentation of your qualifications but the information sheet is required.

Once the Recreation Coordinator has received your class proposal and information sheet, your proposal will be reviewed and you will be contacted regarding your class via email. If you do not currently have an e-mail account, it is highly encouraged that you open one since nearly all instructor communication is done through e-mail.

Instructors are required to sign a City of Albany Online Instructor Contract, which will be emailed to you after classes are scheduled. Instructors may be required to carry and maintain general liability, worker's compensation, and auto liability insurance in an amount satisfactory to the Recreation and Community Services Department.

Questions regarding class proposals should be directed to the Recreation Coordinator at (510) 559-4273.