



**CITY OF LA MESA
CONTRACTED INSTRUCTOR
APPLICATION**

OFFICE USE ONLY

DATE REC'D _____

REC'D BY: _____

APPROVED

RECREATION SUPERVISOR

Please print clearly:

Contractor Name: _____ **Business Name:** _____

Mailing Address (street, city, state, zip): _____

Email Address: _____ **Daytime Phone:** _____

Website Address: _____ **Evening Phone:** _____

What type of class(es), camps or clinics are you interested in teaching?

Describe your background and experience as it relates to the proposed classes.

(Please attach a copy of your resume if it pertains to the class(es) you are interested in teaching.)

Will you be the only instructor teaching the class(es) Yes ___ No ___

If no, please include a list of instructors who will be teaching or assisting.

Please provide information requested on the City of La Mesa Community Services Recreation Program Proposal Guidelines on a separate sheet.

Please submit application and proposal to: Joshua Gomez, Recreation Supervisor at igomez@cityoflamesa.us

Printed Name

Signature

Date

RECREATION PROGRAM PROPOSAL GUIDELINES

Thank you for your interest in providing a recreation class, camp or clinic for the City of La Mesa Community Services Department. Program sessions typically run: Summer, Fall 1 & 2, and Winter 1 & 2. Classes are usually held in 8 to 10-week sessions. Please see the current Recreation Activity Guide at www.cityoflamesa.us/Classes and www.cityoflamesa.us/546/Adult-Classes-Activities to review the current program offerings.

Proposals for classes, camps or clinics must include the following:

1. Class title and description of the program you would like to offer
2. Participant age range
3. Participant minimum and maximum capacity per class
4. Ratio of instructors to participants
5. Format/schedule of program (i.e.: one hour, once a week for 8 weeks or week long camp)
6. Days and times of proposed program (list all options that work for your availability)
7. Fee per participant taking into account split to City 40% for indoor facilities/30% for outdoor
8. Additional fees required from program participant (uniform or materials, etc.)
9. Participant outcome expectations (i.e.: acquire skills, learn self-discipline, create artwork, etc.)
10. Facility requirements (i.e.: access to water, carpeted room, TV/DVD player, tables/chairs)
12. References from program participants or other agencies
13. Reason you would like to offer your program through the City of La Mesa

Sessions (9-Weeks)	Dates	Proposal Deadline	Registration Dates
Spring 1	February-April	November 1	December 1
Spring 2	April-June	November 1	December 1
Summer	June-August	February 1	April/May
Fall	September-October	July 1	July 15
Winter	November-January	July 1	July 15

Program selections are made based on primarily, but not limited to, the following criteria: the activity is recreational in nature; the program reflects a community need or request; applicable certifications and /or qualified experience of the instructor; proven successful implementation of program in a community based, or similar recreational setting; time and space constraints of available facilities; and similar community program(s) currently existing. Your proposal will be reviewed and you will be contacted if additional information is needed or if your program is selected to be considered for upcoming sessions. You may be invited for an interview where additional requirements including Liability Insurance and current Health Order requirements will be discussed. Any questions you have can be answered at that time.

If your program is offered through the City of La Mesa Community Services Department, an Independent Contractor Agreement will be implemented. Independent contractors are not City of La Mesa employees and are required (and all their staff) to clear a Department of Justice background check, have a business license and Tuberculosis screening if working with youth.

If you are not contacted within one month of the above listed proposal deadline, your program was not selected for the upcoming session. Your proposal will be kept on file for future consideration.