



# Instructor Application Packet

Dear Applicant,

Thank you for your interest in instructing a class for the City of Olympia Parks, Arts and Recreation Department. Attached is the instructor application.

Please complete and submit the application along with requested attachments before the corresponding date stated in FAQ's sheet to:

Olympia Parks, Arts and Recreation Department  
Instructor Application  
222 Columbia Street NW  
Olympia, WA 98501

If you have questions, please call 753-8380.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

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O L Y M P I A  
PARKS • ARTS • RECREATION

# FREQUENTLY ASKED QUESTIONS

## 1. *How do I become a class instructor?*

Interested instructors must complete and submit an application along with required attachments. Applications will be reviewed by recreation staff, and interviews will be held with applicants whose applications are approved.

## 2. *What are the timelines for submitting my application?*

Classes are offered on a trimester basis.

If you would like to teach in:

Please submit your application before:

Winter/Spring (January through April)

September 15

Summer (May through August)

January 15

Fall (September through December)

May 15

## 3. *How are instructors paid?*

The City of Olympia offers 3 options for instructors:

### Volunteer Basis

An instructor may choose to volunteer their time in teaching and receive no pay.

The instructor must fill out a volunteer timesheet, and complete a Washington State Patrol Background Check. Like employees, the volunteer is covered by L&I insurance should they suffer any personal physical injury while instructing.

### City of Olympia Hourly Employee

Instructors are paid at an hourly rate (beginning at \$10/hour and up depending upon experience) which is negotiated between the instructor and the City. They receive no benefits and complete a timesheet twice a month.

### Contractual Employee

The instructor must meet criteria and have current state and city business licenses. Instructor signs agreement for services and the rate of pay is negotiated between the instructor and the City. They receive no benefits and submit an invoice upon completion of the class session to the City.

## 4. *What days of the week can I instruct?*

In addition to The Olympia Center, our department has access to city parks and to some school facilities in the evening. Courses can be offered over a wide range of hours throughout the week. The class may be a 1-day course for an hour, a course which spans up to 12 weeks, or anything in between.

## 5. *How much will the class cost participants?*

We determine the class fee based on a formula that will reflect the cost of the instructor's salary, room rental expense, supplies, and indirect costs.



# City of Olympia Parks, Arts & Recreation

## CLASS PROPOSAL

Instructor Name:

Address:

City:

Zip:

Phone (cell):

(home):

(work):

E-mail Address:

Title of Class:

Class Description (this may be used in brochure):

Your goals for class participants:

Length and duration of class, include # of hours, days, and weeks:

For which sessions would you like to teach this class?

- WINTER/SPRING
- SUMMER
- FALL

# of participants for your class: Minimum #: Maximum #:

Age of participants: Minimum Age: Maximum Age:

Needs for your class (equipment, audio/visual, tables, chairs, sink, etc.):

Will this class require additional instructors, assistants or volunteers? Y N

Classroom requirements if any, include size:

Supplies which participants need to purchase for class, if any:

SUPPLIES	Required?(y/n)	BEST PLACE TO BUY	COST
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Should participants bring these supplies on their first day? Y N

What will you provide?

Other information participants need when registering for class:

What is the wage you have received for previously instructing this class?  
(The rate of pay will be negotiated by the city and the applicant.)

## Instructor Experience

Instructor Name:

Name of Class:

Have you taught this class or a similar class before? Y or N

If so, please give detailed information regarding # of times you've taught the class, dates, and location:

Years of experience teaching the class or working with the issues taught in class:

Relevant education (include degree and college attended, seminars, and classes):

Licenses or certification held (include current 1<sup>st</sup> Aid/CPR):

List 3 references, include name, address and phone:

If someone wishing to register for your class has specific questions for you, which action would you prefer our customer service representatives take:

- Give the interested party your phone number, which is \_\_\_\_\_
- Take down their name and number/email and pass the information on to you.

Please also attach:

- a current resume
- a course outline or syllabus
- a brief lesson plan for at least one class session
- proposed handouts (optional)
- photos or samples of your work (optional)

Your application will not be considered unless the entire application is completed and the items listed above are included. Thank you.