



HOWARD COUNTY DEPARTMENT OF RECREATION & PARKS

7120 Oakland Mills Road

■ Columbia, Maryland 21046

■ 410-313-4640

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FAX 410-313-1699
TDD 410-313-2323

Dear Potential Instructor:

Thank you for your interest in becoming a Contract Instructor for the Howard County Department of Recreation and Parks. Please complete the enclosed Instructor Application and Proposal Form and return by: May 1st for Fall classes, September 1st for Winter classes, November 1st for Summer *camp*s, and December 1st for Spring/Summer classes. Once your proposal has been reviewed, you will be contacted for an interview if the program appears to have potential in meeting the leisure needs of county residents.

What is a Contract Instructor?

All instructors will be expected to demonstrate an acceptable level of proficiency in their special skill as well as the ability to teach in a recreation setting. A contract instructor is an independent contractor for the county and not an employee. Your program meets a specific leisure need and is not funded with county taxpayer fees. All funds generated through your classes/camps/programs must cover the cost of your salary as well as administrative services such as registration, marketing, and facility use fees. Material fees can be separate from the advertised cost of the program at the instructor's discretion. The contractor designs his or her own class/camp/program and course outline based on their talents. Instructors are often requested to provide examples of skills at the interview. Programs are held in county schools, private businesses, or recreation facilities. The Program Supervisor who hires you will facilitate your ability to teach and is responsible for evaluating your program for quality purposes. The supervisor may audit your class at any time and may provide recommendations for improvement. Volunteers may occasionally attend your programs as evaluators or to assist you with administrative tasks.

Please consider the following questions before completing the enclosed forms:

- Is the program going to enhance recreational, social, and educational experiences as they relate to leisure needs?
- Will the program provide financial return if it is offered at a reasonable cost to the participant?
- Is the program currently being offered by the Department? Would your program be a duplication or in direct competition with another county program?
- Has the program been requested by the community? Is it a new trend or a program that would be in high demand?
- Are you able to teach a diverse population of students with understanding and compassion for differences?

Important Information:

- The county will negotiate instructor salaries based upon education and years of experience. Instructors may be offered an hourly rate or a per person rate based on the class/camp/program fee.
- Payments to instructors are processed upon receipt of an invoice at the conclusion of the program. This process usually takes 2-3 weeks.
- The Department handles all registrations for programs. Rosters are mailed or faxed before the start of the class. Programs may be cancelled due to lack of registrations.
- Instructors who teach students under the age of 18 must be fingerprinted and undergo a criminal background check. The Department has this service, or you may go to your local police station, or Mailboxes, Etc stores. Camp staff will meet standards as required.
- The majority of our programs are held in Board of Education facilities. Programs will not be conducted when school buildings are closed for holidays or school functions. Missed classes will be added to the end of the session.

Mail a **current resume**, the **instructor application**, and your **class proposal** form to:

Howard County Department of Recreation & Parks
7120 Oakland Mills Road
Columbia, MD 21046
Attn: E. Corbi

OR

Fax to: 410-313-4660 Attn: E. Corbi

OR

E-mail to: ecorbi@howardcountymd.gov

If you have further questions, please call 410-313-4700 and request to speak to the supervisor that would relate to your area of expertise.

HOWARD COUNTY GOVERNMENT

Howard County Recreation & Parks
7120 Oakland Mills Road
Columbia, MD 21046
410-313-4700

INSTRUCTOR / INDEPENDENT CONTRACTOR APPLICATION

PLEASE PRINT OR TYPE:

NAME: _____
ADDRESS: _____
HOME PHONE: _____ BUSINESS PHONE: _____
E-MAIL ADDRESS: _____ FAX #: _____
SOCIAL SECURITY # OR TAX ID #: _____

PERMISSION TO RELEASE PHONE # TO STUDENTS: YES ___ NO ___
DO YOU ACCEPT CREDIT CARD PAYMENT? YES ___ NO ___
DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES?
YES ___ NO ___

HAVE YOU EVER BEEN EMPLOYED BY HOWARD COUNTY? YES ___ NO ___
If yes, please list Dates _____ Position _____

SUBJECT TO BE TAUGHT: _____

EDUCATION & TRAINING:

Colleges Attended (City & State)	Dates	Major	Degree Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT:

Employers Name	Phone #	Employment Dates	Job Title
_____	_____	_____	_____
_____	_____	_____	_____

TRAINING/CERTIFICATION IN FIELD YOU WISH TO TEACH:

EXPERIENCE IN FIELD YOU WISH TO TEACH:

REFERENCES:

Name _____ Phone _____

Address _____

Occupation _____ Relationship _____

Name _____ Phone _____

Address _____

Occupation _____ Relationship _____

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE IN AN ADULT COURT?

YES _____ NO _____

If yes, please explain _____

I certify that the information provided on this form is true and complete to the best of my knowledge.

Signature _____ Date _____

Please attach your resume to this application and mail back to the address above.

Division: Arts____ Cooking____ Crafts____ Dance____
Personal Development____ Health____

Season: Fall____ Winter____ Spring____ Summer____

Year: 20____

Instructor's Name: _____

Class Title: _____

New Class? Yes____ No____

Description (including what students should bring or wear to class):

Materials/Food Fee: _____ (student brings this amount to class and pays instructor directly for expenses above the cost of the class)

Location Preferred: _____

Preferred Starting Date: _____

Days of the week available to teach: _____

Time of Class: _____

Number of Hours: _____ **Number of Weeks:** _____

Number of Participants: Minimum _____ **Maximum** _____

Type of Facility or Classroom needed: _____

Equipment needed: _____