



Howard County

RECREATION & PARKS

7120 Oakland Mills Road, Columbia, Maryland 21046

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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: April 15th for fall classes, August 15th for winter classes, October 15th for summer camps, and November 15th 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?

(OVER)

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: Adam Wienckowski

OR

Fax to: 410-313-4660 Attn: Adam Wienckowski

OR

E-mail to: awienckowski@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.